

Guide to APU

~for Study Abroad and Exchange students~



Shape your world



Ritsumeikan
Asia Pacific University

A guide for incoming students

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こんにちは! Konnichiwa!

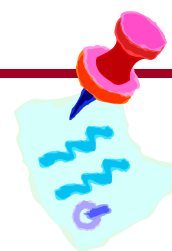
Congratulations on your acceptance as a Study Abroad/Exchange Student to Ritsumeikan Asia Pacific University (APU). While at APU, you will have the opportunity to experience Japanese language and culture while participating in the truly multi-cultural environment which the APU campus offers. In many ways, you represent your university and your home country to the APU community. It is our opportunity to learn from you at the same time that you are learning from us. We welcome you and hope that your time at APU will be an enriching experience.



Quick APU facts:

- Established in 2000
- Nearly 6,000 undergraduate and graduate students
- 43% are international students from 79 countries (See [Student Enrollment by Country/Region](#))

Contact Information



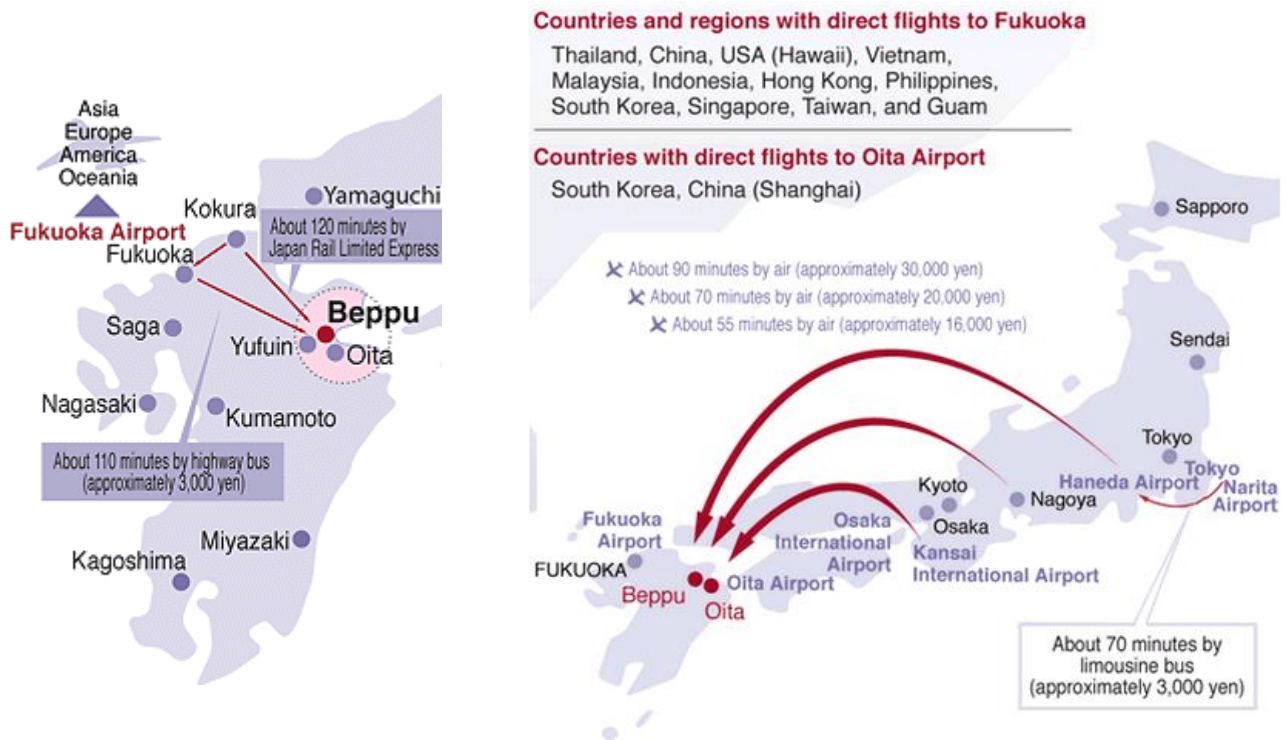
Ritsumeikan Asia Pacific University:

Address	Academic Office Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN
Email	inbound@apu.ac.jp
TEL	From overseas: +81-977-78-1101 In Japan: 0977-78-1101
FAX	From overseas: +81-977-78-1102 In Japan: 0977-78-1102

2. Getting to the APU Campus

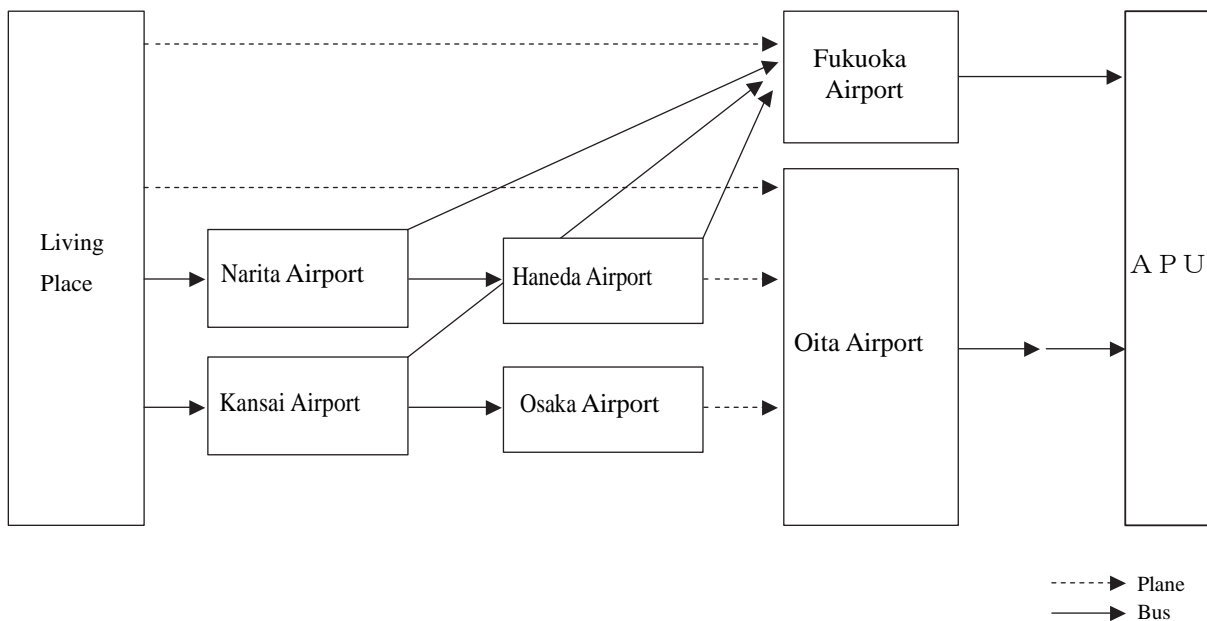
The most convenient airports to get to APU from are Fukuoka Airport (International Terminal / Domestic Terminal) or Oita Airport (Domestic Terminal). Highway bus services are available from both airports.

You may bring two pieces of luggage (e.g. one suitcase and one carry bag) with you. You will not be allowed to board the airport bus if you have three or more pieces of luggage.



Overseas Arrival

If you arrive from overseas, you may choose one of the routes below or via other hub airports in Asia.



Note: All fees are subject to change.

1. Narita Airport (<http://www.narita-airport.jp/en/index.html>)

If you arrive at Narita Airport, you will need to catch a limousine bus from Narita to Haneda Airport and take a domestic flight to Oita Airport or Fukuoka Airport, or will take a domestic flight directly to Oita Airport. **Please note that you must reserve a domestic flight ticket in advance before coming to Japan.**

*It takes approximately 75 minutes from Narita to Haneda by bus and the fare is 3,100 yen

*There are a few direct domestic flights available from Narita Airport to Fukuoka Airport.

2. Kansai International Airport (<http://www.kansai-airport.or.jp/en/index.asp>)

If you arrive at Kansai International Airport, you will need to catch a limousine bus from Kansai to Osaka Itami Airport and take a domestic flight to Oita Airport or Fukuoka Airport. **Please note that you must reserve a domestic flight ticket in advance before coming to Japan.**

*The limousine bus departs from within Kansai Airport. From Kansai Airport to Osaka Airport it takes approximately 80 minutes and the fare is 1,950 yen.

*There are a few direct domestic flights available from Kansai Airport to Fukuoka Airport.

3. From Fukuoka Airport (international terminal) to APU

(http://www.fuk-ab.co.jp/english/frame_index.html)

From the ground floor of the international terminal, take the Non-stop Airport Bus bound for Beppu. Please refer to “3. Arrival Assistance Service” on page 6.

4. From Oita Airport to APU (<http://www.oita-airport.jp/en/>)

Catch the airport Airline Bus bound for Beppu. Please refer to “3. Arrival Assistance Service” on page 6.

3. Preparation for Departure and Arrival at APU

1. VISA ACQUISITION

(1) Application of the Certificate of Eligibility for a Status of Residence (COE)

Before visa application, successful applicants to APU must first obtain a COE from the Japanese Immigration Bureau. APU will apply for the COE on behalf of successful applicants if the following requirements are met:

- a. Applicants have chosen APU to apply for the COE on their behalf.
- b. Applicants have paid all the necessary fees by the stipulated deadline.
- c. Applicants are able to prove they possess sufficient finances for their period of studies and have submitted all the required documents.
- d. Applicants are deemed appropriate by the University.

(2) Procedures after obtaining the COE

After APU applies and receives the COE on the student's behalf, APU will then send the COE to your home university coordinator with the original Acceptance Letter in February. After receiving those documents, you are required to apply the Student visa at the Japanese Embassy/Consulate General with the following documents:

- a. The Certificate of Eligibility for a Status of Residence (COE)
- b. Acceptance Letter
- c. Passport
- d. One Photograph (45mm square)
- e. Other documents: Documents may differ depending on the country/region you reside. Since some of these documents may take time to be prepared, please contact the Japanese Embassy/Consulate General for further information as early as possible.

If you need the COE to be sent directly to you instead of your home university, please provide us with your mailing address and telephone number (make sure to copy your home university coordinator when informing us by email).

2. BOOK FLIGHT

You will only be able to check into the accommodation during the arrival days. Academic Calendar is posted on the Academic Office website. Please keep in mind the check-in date and check the Academic Calendar before you book the ticket.

If necessary, please arrange for travel insurance yourself. The mandatory National Health Insurance is applied only after you arrive in Japan. Please refer to page 17 for details of this insurance.

3. ARRIVAL ASSISTANCE SERVICE

APU provides a free-of-charge Arrival Assistance Service for new students although students will have to purchase their own bus tickets. Students will be greeted at the airport and directed to buses bound for Beppu city. This service is available at Fukuoka Airport (international terminal only) and Oita Airport. Please note that the last bus leaving Fukuoka Airport is at about 21:30. New enrollees whose arrivals are not in time for the last bus will have to stay one night at a hotel near the airport and head for Beppu city the next morning instead. Please make your own travel arrangements to the accommodation if you intend to arrive outside the Arrival Assistance Service period or use airports other than Oita Airport or Fukuoka Airport.

Arrival Assistance Services at Fukuoka Airport (international terminal):

1. Someone representing APU will greet incoming students at the arrival lobby.
2. Assistance with converting currencies into Japanese yen. Some of the foreign currencies accepted include US dollars (USD), Canadian dollars (CAD), Hong Kong dollars (HKD), Singapore dollars (SGD) and New Zealand dollars (NZD).
* Banks at the airport are open from 8:00 am to 9:00 pm everyday. If you will arrive at the airport later than 9:00 pm, be sure you have purchased Japanese Yen before you leave your home country.
3. Assistance with purchasing bus tickets, and directions to non-stop buses bound for APU. The one-way ticket costs approx. 3,200 yen.
*The assistants will NOT board the non-stop airport buses with the students.
4. Volunteer student staff will greet you at the bus stop in Beppu and accompany you to the accommodation.
5. Students on domestic flights arriving in Fukuoka Airport (domestic terminal) are requested to use the free-of-charge shuttle bus service to go to the international terminal where the arrival assistance service is available.
*Please bear in mind that bus tickets and freight charges will be borne by the student.

Arrival Assistance Services at Oita Airport :

1. Someone representing APU will greet incoming students at the arrival lobby.
2. Assistance with converting currencies into Japanese yen. The foreign currencies accepted are US dollars (USD), Euros (EUR) and Korean Won (KRW) only.
*The foreign exchange is available at the main Information Desk. The opening hours are from 7:00 till about 21:00 when the last flight arrivals.
3. Assistance with purchasing bus tickets, and directions to the Airliner buses bound for Beppu city. The one-way ticket costs approx. 1,500 yen.
*The assistants will NOT board the non-stop airport buses with the students.
4. Volunteer student staff will greet you at the bus stop in Beppu and accompany you to the accommodation.
*Please bear in mind that bus tickets and freight charges will be borne by the student.

4. EMERGENCY CONTACT

If you have any emergencies from the time you land in Japan until you arrive at accommodation, please contact us at the number below:

Student Office: +81-977-78-1901 (from outside Japan)
 0977-78-1901 (within Japan)

3. Accommodation Fee

There is a non-refundable moving-in fee of 30,000 yen and the monthly rent at Oita International House is 30,000 yen. Utility fees will depend on your usage and may range from 5,000 ~ 6,000 yen.

(Unit: Japanese yen)

	One Semester	One Year
Non-refundable Moving-in Fee	30,000	30,000
Non-refundable Bedding / Linen	4,000	9,000
Rent (30,000 per month)	Approx.. 4.5months (From mid March 2015 to early of August 2015) 131,000	Approx. 10.5months (From mid March 2015 to mid February 2016) 316,000
Total	Approx. 165,000	Approx. 355,000

We ask that the upfront prepayments be made by bank wire transfer and we will send invoices to students once they are ready. Monthly utility bills will be issued directly to you, and cash is the only acceptable form of payment.

4. Date of Entry to Oita International House

- (1) Please see Step 8: <http://www.apu.ac.jp/academic/page/content0168.html/?version=english>
- (2) Rooms will not be ready for moving-in on an earlier date.

5. Date of Moving out from Oita International House

- (1) Please check your invoice.

* If you stay longer with unavoidable reasons, you will be charged 1,000 JPY per day.

6. Sending Luggage by Post in Advance

Oita International House cannot receive your luggage or parcels on behalf of you until your room number is assigned. Your room number is finalized when you check into the Oita International House.

If you need to send your personal materials to yourself by post, please ask someone in your country to do that for you. Please note that room numbers must be marked on parcels when receiving.

7. Transportation to APU

Residents at Oita International House will commute to APU by taking a local bus. You will need to purchase bus tickets or bus passes for your transportation needs.

Cost estimation for transportation (Calculated as 4 class days a week X 16 weeks):

Option 1: Bus Coupon with 3 tickets each: 1,000 JPY/ per coupon x 43 sets =43,000 JPY

1 ticket is needed per bus ride. If you choose to go to campus more than 4 times a week, you will need to purchase more bus coupons.

Option 2: Bus pass for 4 months: approx. 75,000 JPY

You will need to commute to APU campus on the orientation day. APU will purchase triple bus tickets on behalf of you. The fee will be billed with accommodation fees in December.

5. Studies at APU

(1) Academic Calendar

The APU academic year begins in April. Each year is divided into two semesters, and each semester is comprised of two quarters and a session.

April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March
Spring Semester						Fall Semester					
1st Quarter		2nd Quarter		Summer		1st Quarter		2nd Quarter		Winter	

Academic Calendar: <http://www.apu.ac.jp/academic/page/content0257.html/>

Note: ALL EXCHANGE/STUDY ABROAD students are expected to attend their registered classes and stay until the end of the exam period at APU during the semester. Special exceptions cannot be made for students who leave before exams end.

(2) AREAS OF STUDY

College of Asia Pacific Studies:

The College of Asia Pacific Studies has established 4 areas of study in order to conduct education and research for the development of wide-ranging problem solving ability and specialized know-how of the issues facing the Asia Pacific region. Studies are centered on solid language proficiency and a basic understanding of the diverse cultures, histories, societies, natural environments, and historical conditions of the Asia Pacific region.

- Environment & Development
- Hospitality & Tourism
- International Relations & Peace Studies
- Culture, Society & Media

College of International Management:

Based on a foundation of wide-ranging understanding of the diverse societies, cultures and traditions of the Asia Pacific region, the College of International Management has established 4 areas of study in order to develop students with values and social awareness geared toward creating new businesses and cultivate human resources with the drive and creativity to succeed in the dynamic world of business in Asia.

- Accounting and Finance
- Marketing
- Strategic Management and Organization
- Innovation and Economics

(3) INFORMATION FOR STUDY ABROAD/EXCHANGE STUDENTS

Study Abroad/Exchange students will be able to take undergraduate courses in the 2011 Curriculum from both the College of Asia Pacific Studies (APS) and the College of International Management (APM). Most courses at APU are offered both in English and Japanese but the actual timetable and list of courses to be offered will only be released a few weeks before the semester.

Please read through the information in the table below to learn more about the curriculum at APU. Students are encouraged to look at the course list and syllabi to get an idea of what types of courses are offered at APU. However, it is important to keep in mind that you may not be able to register all the courses you wish to if they are only offered in Japanese, if they are not offered in a particular semester, or if they clash with another course you need to take.

Level	Exchange Students can only take Undergraduate Courses but can register courses from both colleges, APS and APM.
Language of Instruction	English and Japanese
Number of Hours per Week per Course	4x95 minutes: Semester-based language course 1x95 minutes: Semester-based major course 2x95minutes: Quarter-based major course
Number of Weeks of Study	1 semester is 14 weeks (plus 2 weeks of exams). APU runs on a Quarter system (2 Quarters per semester).
Required Number of Courses	Minimum: 10 credits in one semester (4 to 5 courses) Maximum: No Limit *Although there is no restriction in the maximum number of credits to register, students are recommended not to take more than 20 credits for their quality of learning. *Please note that students must take classes for the whole semester in both quarters. It is not acceptable to register classes only during 1 st quarter or only during 2 nd quarter.
Language Facilities and Support	Japanese classes (creditable) for all levels
Course Registration Restriction	Exchange students may not register 1 st year workshop, 3 rd year and 4 th year “Major Seminar” or “Undergraduate Thesis” courses.
Course Registration Period	Registration is done on-line after arrival (spaces per class are limited)
Course List and Syllabus	For the course list, refer to pages 38 – 45 of the Undergraduate Academic Handbook . (Note that actual courses to be offered will only be available in March (for Spring Semester) and September (for Fall Semester). Syllabus Website SP = Spring Semester SP1 = Spring Semester, Quarter 1

	<p>SP2 = Spring Semester, Quarter 2 FA = Fall Semester FA1 = Fall Semester, Quarter 1 FA2 = Fall Semester, Quarter 2</p> <p><u>Not all classes are taught in English.</u> On the syllabus, the course title ends with a code indicating the language of instruction. Any code which starts with an E (such as EA) is for English and any code which starts with a J (such as JA) is for Japanese. If it starts with any other code (e.g., S or F), it is a graduate level course which is not available to exchange students..</p>
Credit system	<p>1 major course = 2 credits; 1 language class = 4 credits APU incorporates the UMAP Credit Transfer Scheme. For European students: APU Credit = 1.923 ECTS</p>
Grading system	<p>A+ 100 – 90% ; A 89 – 80% ; B 79 – 70%; C 69 – 60%, F Fail</p>
Transcripts	<p>One free transcript will be sent to your home university coordinator after you complete your exchange at APU. Credit transfer takes place after you have returned to your home university and your APU transcripts have been sent. Please consult your Study Abroad advisor at your home university before departure on the required credits and transfer procedures.</p>

Note: Students are responsible for checking with their coordinators and/or advisors of their home universities about any academic requirements set by their home university.

(4) INFORMATION ABOUT TAKING LANGUAGE CLASSES (Japanese, English, and Asia Pacific (AP) Languages)

Students who are studying at APU on student exchange or short-term study abroad are eligible to register for English, Japanese and Asia Pacific (AP) Language courses.

Points of Caution with Regard to Language Courses

1. Study abroad and exchange students register for classes after regular APU students. Accordingly there is a chance that language classes (including Japanese Intermediate and above) may be filled by regular students. When this occurs, you may not be able to register for the course of your choice.
2. It is possible that the timetable of some foundation or major subjects that you wish to take may clash with that of your chosen language course. In this situation you will need to decide which of the two conflicting courses to register.
3. Do not skip classes or stop taking a class part of the way through the semester without discussing it with the class instructor.
4. It is not possible to change course level. Placement tests will be held to determine your level (an oral interview may be held for students taking a Japanese course).

Japanese Courses

1. It is not a requirement for you to take Japanese courses. Only students that want to study Japanese should register for these courses.
2. It is not possible to take 2 courses of a different level at the same time. E.g. You cannot register Foundation I and Foundation II in the same semester.
3. The level of Japanese that you have studied at your home institution may not match exactly with the levels that are offered at APU. The levels offered correspond to APU's own original system. Please take classes at the level in which you have been placed.
4. No exemptions or prerequisite subjects are needed in order to take Foundation Japanese I. The level that you are placed in will be determined by the pre-enrollment questionnaire about Japanese study that you submit and the results of your placement test.



TO DO BEFORE COMING:

If it is your first time to study Japanese language and you plan to take Japanese classes at APU, you are **strongly encouraged** to study and learn the *Hiragana* alphabet prior to coming!

[Survival Japanese](#) and the [Ittsu No Tobira text](#) is available online and students are strongly encouraged to study this if they plan to study Japanese at APU!

English Courses

1. Students whose first language is English are not able to register the English language classes.
2. Students whose first language is not English who enter APU as Japanese-basis students and are willing to register for the English course, must make sure to take the placement test. Those who take the placement test will be registered in a course and will not be able to cancel their registration at a later date.
3. Students whose first language is not English who enter APU as English-basis students are only eligible to register the “Languages for Specific Purposes (English for Business Writing, English for Business Presentation, English Project 1, English for Discussion and Debate” courses. *Students who wish to register these English courses are required to submit the “English Background Questionnaire” in advance.*

AP Language Courses

Chinese, Korean, Malay/Indonesian, Spanish, Thai and Vietnamese are offered at APU.

1. It is not possible to study your first (native) language.
2. English-basis students must complete or be exempted from “Japanese Foundation I, II, and III” in order to register. Japanese-basis students must complete or be exempted from “Elementary English A and B” in order to register.

6. Life at APU and Beppu

➤ APU Buddies

Students who requested on will be paired with an “APU Buddy” (a Japanese or International student). The buddies will help you navigate your new life at APU and Beppu, help expand your network at APU as well as assist you in finding the information and resources you need for a smooth transition and adjustment to Japanese as well as “APU” culture.

Your buddies will:

- E-mail you before you arrive. Feel free to ask questions about life in APU and Beppu!
- Provide assistance on Orientation Day

Here are some examples of when you can ask your buddies for help:

- Learning the bus routes and how to ride a bus
- Shopping at a local supermarket
- Going to the post office
- Visiting the Health Clinic on campus or a local hospital
- Practicing for a Japanese class presentation



➤ Bank Account

Study Abroad/Exchange students are not required to open a bank account in Japan (except for scholarship recipients) but there will be a bank account guidance session for students who wish to open an account. It will take a couple months before your bank account can be set up.

➤ Cell phones

It can take a couple months for students to purchase a cell phone as exchange students first need to complete the necessary paperwork to register with Beppu City. Many exchange students get a prepaid package with the Softbank company (initial charge of approximately 10,000 JPY). Other students purchase a B-Mobile sim card and use smart phone applications to contact friends. (<http://www.bmobile.ne.jp/sim/index.html>). Note that wifi access is very limited in Japan and on the APU campus compared to what you may be accustomed to in your home countries and universities.

➤ Clubs

There are about 200 clubs (called “circles” in Japan) and societies on campus. This is a great way to get involved on campus! You can visit the Student Office after arrival if you wish to get in touch with a certain circle.

➤ Computers and Internet Access

If you bring your laptop, you will also be able to access the internet in your room. You will be given a user account and password and information when you check into Oita International House.

➤ Electricity

Electrical sockets in Japan have two flat pins and electricity is 100 V AC with a 50 to 60 Hz cycle. If you plan to bring electrical equipment, you should make sure it is compatible with Japanese electricity. A travel agent or travel store may be able to assist you.



➤ Meals

There is no meal plan at APU. During your stay at APU, you will have the option of eating at the APU cafeteria or cooking in the communal kitchens at Oita International House. To eat at the cafeteria, you will need approximately 300 ~ 500 yen for breakfast and 400 – 1000 yen for lunch and dinner. Keep in mind that Japanese portions may be much smaller than what you are accustomed to. You may not be able to buy food you eat at home - bring food or snacks you may miss!

➤ Money Matters

It is said that Japan is an expensive country; however, located in Beppu, APU has the advantage of being situated in a more reasonably priced area. Transportation is a little expensive with a round trip to downtown Beppu costing approximately 670 yen with discount “triple” tickets which can be bought at the Co-op shop on campus.

Japan is a cash-based society and we advise you to have enough cash on hand. Credit cards (VISA, MasterCard, American Express, and JCB) can be used at department stores and major shops; however it can be difficult in small supermarkets and retailers. Checks are not accepted.

The Post Office ATMs located on campus let you use overseas-issued cards. (Service Hours: Mon-Fri 9:00-18:00, Sat 9:00-17:00, Sun& National Holidays 9:00-17:00)

For a full list of card types accepted, see [Japan Post International ATM Service](#).

The [Seven Bank ATMS](#) in Seven Eleven Convenience Stores also accept some foreign credit cards.

Please note that there will be an extra charge for money transactions

The average exchange student spends **50,000 to 60,000 JPY** per month.

Here is a rough estimation of living costs in Beppu

Food/meals	30,000 – 40,000 JPY/month
Academic Expenses (per semester)	10,000 – 20,000 JPY/semester
Transportation	6,000 JPY /month (approx cost for going downtown twice a week)
Miscellaneous	10,000 JPY

➤ Transportation

It takes about 30 – 40 minutes by bus from APU to downtown Beppu. The “Triple” (Discount bus tickets) are available at the university co-op store (discount tickets: approximately 670 yen for a round trip).



➤ Weather

Located on the southern island of Kyushu, Beppu has a mild climate, compared to other parts of Japan. However, you will still be able to experience the full four seasons. The maximum temperature in Beppu is around 35 degrees centigrade and the minimum temperature is around -4 degrees centigrade. August is the hottest month, February being the coldest month of the year.

➤ Work (Part-time employment or jobs)

Study Abroad/Exchange students are able to work part-time in Japan but it takes a few months to receive your work permit. In order to work, students must apply for a Work Permit. The Academic Office does not offer support for finding work but information is available at the APU Student Office. Please keep in mind that job options may be limited if you do not speak Japanese.

Information on part-time jobs is available on bulletin boards, web sites, magazines and the newspaper, but the number is still very limited. Furthermore, most of the jobs available will require you to speak Japanese. Because of this, you should prepare enough financial resources that you can go through school without having to do a part time work.

While you can apply for a work permit at immigration in the airport when arriving in Japan, do not apply if you do not intend to work at a part time job or if a scholarship you are receiving prohibits you from having a part time job. If you do not apply when entering Japan, you can apply while in school. Additionally, be careful of the restrictions imposed on students with part time jobs (such as working a maximum of 28 hours per week while school is in session).

Students who work without obtaining a work permit, work more than the permitted number of hours, or work in prohibited businesses or industries will be subject to severe punishment in accordance with Japanese law, such as deportation from Japan.

7. Health and Insurance

1 Medication:

There is a limit on the amount of medicine (painkillers, etc) that you can bring through customs. Persons traveling to Japan carrying prescription and non-prescription medications should consult the nearest Japanese Embassy, or a Japanese Consulate before leaving their country to confirm whether they will be allowed to bring the particular medication into Japan.

Helpful website: <http://japan.usembassy.gov/e/acs/tacs-medimport.html>

2) APU designated Insurance (mandatory for exchange/study abroad students)

All International students at APU (including exchange/study abroad students) are required to purchase National Health Insurance and Student's Comprehensive Renter's Insurance (CRI) for personal liability. When you present your national health insurance card at a hospital, you will only be responsible for 30% of the cost. Everyone is required by law to join this medical insurance system. Students will be able to apply for this during orientations for new students.

The mandatory insurance plans do not cover your travel period before arriving in Japan and after leaving APU when returning home; therefore, ensure to purchase an appropriate insurance to cover your travels. Also feel free to take extra insurance policy if necessary.

NHI Coverage Period: Arrival Date – Departure Date

CRI Coverage Period: Semester Students: 6 months from arrival date

Year Students: March 1 year from arrival date

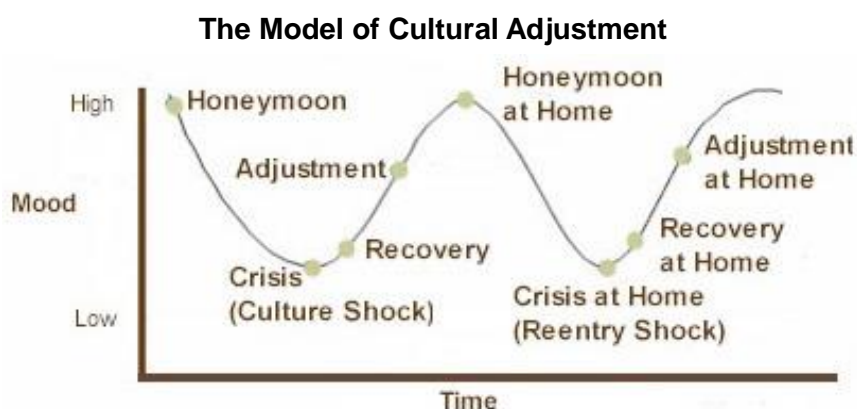
<i>Exchange Period</i>	<i>National Health Insurance Fees (Payment Deadline)</i>	<i>Student's Comprehensive Renter's Insurance Fees (Payment Deadline)</i>
1 semester	Approx. 10,000 yen (June 2015)	Approx. 3,000 yen (To be paid with accommodation fees)
1 year	Approx. 20,000 yen (June 2015)	Approx. 5,000 yen (To be paid with accommodation fees)

8. Culture Shock

By participating in this program, you will have the opportunity to meet new people and experience different things which will allow you to reflect upon or even change how you view the world. We sincerely hope your time at APU and Japan will be an enriching experience.

However, you will most likely experience some form of stress sometime during the program as you encounter a new environment, experience fatigue from travel and change in climate, form new relationships, are separated from families and friends and experience *culture shock*

Your experience may differ from your peers and but this feeling of disorientation is a normal process you will go through as you adjust to a new culture and environment. The model below illustrates the process of cultural adjustment one experiences when in a new culture.



(Source: http://internationaloffice.berkeley.edu/multiple_use/cultural_adjustment.php)

Helpful coping strategies:

- Find ways to relieve stress
- Do what you do at home or something close to it.
- Talk and share with somebody about your intercultural experience.
- Join club activities on campus!
- Talk to Academic Office staff or your APU buddy
- Connect with family and friends back home.
- Get some exercise and stay active!

9. Warning: Criminal Behavior and Drugs

APU opened in April of 2000 with the cooperation of Oita prefecture and Beppu city, in the form of land grants and approximately JPY 20 billion in assistance to help us build our school. Furthermore, since the opening of the university, many companies, organizations, individuals, governments, Oita Prefecture, Beppu City, and the Ritsumeikan Trust have provided over JPY2.2 billion every year in scholarships for international students, and domestic students are provided with over JPY 800 million yen in loans. This shows us how great the public's expectations are for the growth of APU and all its students.

The majority of students have understood this, and worked hard towards their studies and research, extracurricular activities and local exchange activities, leading a fulfilling student life here. Unfortunately, however, it is a fact that there are some students who are involved in nuisance and criminal behavior in the local community. The university is a place to inquire into the truth through study and research; criminal acts and nuisance behavior is not to be tolerated. Nuisance and criminal behavior by APU students are not only a problem for the university and the students who caused the problems but it lowers the reputation of all APU students, and the entire university and then the trust and goodwill until now from the community will be lost. Your student life would not be able to exist without the trust from the local citizens of Beppu city and Oita prefecture. APU respond to nuisance and illegal behavior severely with suspensions, expulsions, and the suspension or cancellation of scholarships according to the following Disciplinary Standards. The university believes that nuisance or illegal behavior is unacceptable; we hope that students will be able to understand the necessity for these responses and help prevent future offenses.

[Disciplinary Standards]

Shoplifting.....	One Quarter Suspension and One Semester Scholarship Suspension
Theft	One Quarter Suspension and Scholarship Suspension
Nuisance Parking near APU	One Quarter Suspension and One Semester Scholarship Suspension
Driving Without a License.....	One Month Suspension and Scholarship Suspension
Drunk Driving.....	Expulsion
Misuse of Bus Pass	One Quarter Suspension
Possessing or Using illegal Drugs	Expulsion
Cheating on Tests, Theses, Reports	Suspension and Loss of all Credits or Expulsion and Loss of all Credits
Violence.....	Suspension and Loss of Scholarship or Expulsion
Harassment	Official Warning and Scholarship Suspension or Suspension and Scholarship Suspension

The prohibition of marijuana and other illicit drugs

In Japan, there have been successive arrests of university students regarding the possession, cultivation, and use of marijuana and other illicit drugs. The criminal actions and dependability of the use of marijuana and illicit drugs can lead to a dreadful failure of student life. At APU there are international students from many countries, it is necessary for students to correctly understand the dangers and the strict punishment for severe crimes in Japan in order for them to understand the mistakes such as the legality in differing countries, the low dangers compared to regular cigarettes and that there is no punishment just for using it. It also necessary to prevent students from coming in contact in having an easy-going feeling and/or a one-time interest in marijuana and illicit drugs.

[Criminal actions and dependability of the use of marijuana]

1) Marijuana use and possession carry severe penalties in Japan under the Marijuana Control Law

Possession of Marijuana (passing or receiving) –Maximum five years imprisonment

Mediating the passing or receiving – Maximum two years imprisonment

Sale of Marijuana – Maximum seven years imprisonment

Import or Export of Marijuana – Maximum seven years imprisonment

Import or Export of Marijuana for the purpose of sales – maximum ten years imprisonment

In addition to any applicable criminal penalties, any students found possessing or using marijuana will face expulsion from APU, and international students face the additional penalty of forced expulsion from Japan with a lifetime prohibition from entering Japan.

2) Dependability

You lose your ability to stop using it and the quantity you use increases as well as the frequency of use.

Effects on the body There is 50% more tar in marijuana than regular cigarettes, which cause paranasal sinusitis, bronchitis pulmonary emphysema, and cancer of the lungs. Damage to reproductive competence can cause abnormal genes/sudden mutation, and marijuana poisoning of the fetus, miscarriage/still-birth when pregnant. It can also cause profound mental handicap, including a sudden decline in memory, consciousness disorder, hallucinations and delusions due to injury to brain cells.

Mental Effects As first there is emotional uneasiness, decline in concentration and patience as well as a decline in energy and self initiative. Gradually, hallucinations and delusions arise, and then symptoms of depression and paranoia set in. Depending on the ingestion of marijuana there is a strong influence for these mental disorders to become what is generally known as marijuana illness.

10. Tips from Past Exchange Students

【Practical tips】

- Save a lot of money because going anywhere is expensive.
- Bring money to tide you through the first 2 months; you won't be able to remit until then.
- Take enough cash with you in case the ATM on Campus doesn't accept your card.
- Things to bring: Bedding, sheets and blankets are provided in Oita International House. Things such as towels, cooking pots and pans, and utensils are not provided but the 100 yen stores in Japan have good products at a very reasonable price! Other things you may want to bring (or buy upon arrival)...
 - It is hard to find healthy food here on campus, so bring something with you (or have sent from home) if you think you will want to eat something that you are used to.
 - Do not bring anything heavy - most necessary things can be bought in 100 yen shop.
 - If you like a specific sport, you might want to bring the equipment to APU. (I.e. Soccer, if you plan to play freely.) If not, you can just play with others and meet friends that way. Either way, sports, music, and art are great ways to make friends. Also, bring your musical instrument, most likely it will be more expensive in Japan.
 - A raincoat (June and July is the rainy season in Japan)
 - Bring a windbreaker because the weather can be very extreme.
 - Good walking shoes and Indoor shoes (Those who would like to use the gym must bring indoor gym shoes that have never been worn outside.)
 - Bring comfortable shoes because there is a lot of walking and stair-climbing to do.
 - Digital camera
 - Souvenirs and/or pictures from your home country to share with the people you meet!
- Buy triple-tickets (discount bus tickets to go to downtown Beppu)
- Be mentally prepared that you will have only very limited wifi.
- It will take quite a while before you get a cell phone, Wifi is only provided in certain places on campus, be prepared for that.
- Be sure to get informed about the course registration system and procedures.

【Japanese language】

- Practice the basics of Japanese before coming.
- Start learning hiragana and katakana as soon as you are accepted for the program, even if it is confusing and does not make any sense. Learning to match them up will help in the long run.

【Getting involved and Perspective】

- Be open-minded, accepting, and have fun.
- Most of the time, things will not work out or be the way you expect it to be. Some things will amaze you and others might disappoint you, but keep an open mind. When you get to APU, talk to people!!
- Try as much as is offered, and come to all the different circles to try at least once!
- Exchange problems with other exchange students
- If you want an international experience and know more than one language (or are learning a new language), APU is a good place for that. If you are looking specifically for Japanese culture or a very Japanese atmosphere, elsewhere may be best.
- Be the first person to approach new friends. You will find your university life here in APU is full of surprise.
- Be patient and positive
- Try to get in touch with the Japanese culture and people as much as possible, despite the linguistic and cultural barriers. It would be a huge mistake to stay focused on friends from our country for the whole time!
- I would say just to remember you are in Japan, not your own country so try your best to try Japanese customs and social etiquette... it will make your trip better

11. Helpful Websites

Read and research about life in APU, Beppu and Japan to better prepare yourself before coming!

Here are some helpful links to get you started...

➤ **APU Academic Office and Student Life**

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

http://admissions.apu.ac.jp/student_life/index.html

➤ **Websites about Beppu**

<http://www.beppu-navi.jp/>

<http://english.beppu-navi.jp/abord/>

<http://www.city.beppu.oita.jp/>

<http://www.beppuftio.blogspot.jp/>

➤ **Traveling in Japan and Japanese Etiquette**

www.jnto.go.jp

<http://www.lonelyplanet.com/japan>

<http://www.japan-guide.com/>

➤ **Ministry of Foreign Affairs & List of Embassies/Consulates in Japan**

<http://www.mofa.go.jp/>

http://www.mofa.go.jp/about/emb_cons/protocol/index.html