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Ritsumeikan  
Asia Pacific University

# *Student Exchange Program Information Sheet for 2024 Spring & Fall*



## *Contact Information:*

Inbound Exchange Program	<a href="mailto:inbound@apu.ac.jp">inbound@apu.ac.jp</a>
Outbound Exchange Program	<a href="mailto:outbound@apu.ac.jp">outbound@apu.ac.jp</a>
Partnerships and Agreements	<a href="mailto:partners@apu.ac.jp">partners@apu.ac.jp</a>

## *Institutional Information:*

Address	Ritsumeikan Asia Pacific University Academic Office 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
TEL	+81-977-78-1101
Student Exchange Website	<a href="https://en.apu.ac.jp/abroad/prspective/incoming/">https://en.apu.ac.jp/abroad/prspective/incoming/</a>

# Academic Calendar:

## Spring Semester:

<b>Official Semester Dates</b>	Apr. 1- Sept. 20
<b>Airport Pick-up &amp; Dormitory check-in</b>	Late Mar.
<b>Mandatory Orientation</b>	Late Mar.
<b>Term Dates</b>	Quarter 1: Early Apr. – Late May Quarter 2: Early June – Early Aug.
<b>Examination Periods</b>	Quarter 1: Late May Quarter 2: Late July
<b>Term Breaks</b>	Quarter Break: Early June Summer Break: Early Aug. – Sept.

## Fall Semester:

<b>Official Semester Dates</b>	Sept. 21 – Mar. 31
<b>Airport Pick-up &amp; Dormitory check-in</b>	Mid Sept.
<b>Mandatory Orientation</b>	Mid Sept.
<b>Term Dates</b>	Quarter 1: Early Oct. – Late Nov. Quarter 2: Late Nov. – Mid Feb.
<b>Examination Periods</b>	Quarter 1: Late Nov. Quarter 2: Early Feb.
<b>Term Breaks</b>	Quarter Break: Late Nov. Winter Break: Late Dec. – Early Jan. Spring Break: Early Feb – Mar.

For the details, please check the [official academic calendar](#).

# Academic Information (1/2)

<b>Course Level</b>	Undergraduate Only																						
<b>Duration of Exchange</b>	1 Semester or 2 Semesters																						
<b>College Choice</b>	College of Asia Pacific Studies (APS), College of International Management (APM)  Note: Students must choose either <b>one college</b> they would like to enroll in but will be able to take courses from both colleges. It is advised that students choose a college that is similar to their program at their home university.																						
<b>Language-basis Choice</b>	English-basis or Japanese-basis  Note: Students must choose either one but will be able to take courses in both English and Japanese. Depending on the language basis, some language courses are restricted.																						
<b>Language of Instruction</b>	English and Japanese																						
<b>Overview of the Academic Year</b>	<p>APU operates on a semester system made up of two quarters. Courses are taught on either a semester or quarter basis, but the total number of classes is the same.</p> <table border="1"> <thead> <tr> <th colspan="3">Spring Semester</th> <th colspan="3">Fall Semester</th> </tr> <tr> <th>April-May</th> <th>June-July</th> <th>August</th> <th>Oct-Nov</th> <th>Dec-Jan</th> <th>February</th> </tr> </thead> <tbody> <tr> <td colspan="2">Semester long</td> <td rowspan="2">Session (1 week)</td> <td colspan="2">Semester long</td> <td rowspan="2">Session (1 week)</td> </tr> <tr> <td>1<sup>st</sup> Quarter</td> <td>2<sup>nd</sup> Quarter</td> <td>1<sup>st</sup> Quarter</td> <td>2<sup>nd</sup> Quarter</td> </tr> </tbody> </table>	Spring Semester			Fall Semester			April-May	June-July	August	Oct-Nov	Dec-Jan	February	Semester long		Session (1 week)	Semester long		Session (1 week)	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter
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<b>Number of Class Hours per Week per Course</b>	<table border="1"> <thead> <tr> <th>Type of courses</th> <th>Term</th> <th>No of class per week</th> <th>Class hour per class</th> </tr> </thead> <tbody> <tr> <td>Language courses</td> <td>Semester</td> <td>4 times</td> <td rowspan="3">100 minutes</td> </tr> <tr> <td rowspan="2">Major and Liberal Arts courses</td> <td>Semester</td> <td>Once</td> </tr> <tr> <td>Quarter</td> <td>Twice</td> </tr> </tbody> </table>	Type of courses	Term	No of class per week	Class hour per class	Language courses	Semester	4 times	100 minutes	Major and Liberal Arts courses	Semester	Once	Quarter	Twice									
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<b>Required Number of Credits</b>	<p>Minimum: <b>14 credits</b> in one semester (10 hours of classes per week)            Maximum: No Limit (APU's degree-seeking students usually register 18~20 credits per semester)            ✓ <b>Important note:</b>            As a student on a student visa, students must register a minimum of 14 credits throughout the entire semester AND their weekly class hours must be at least 10 hours. Students are not allowed to register for courses during only one of two quarters.</p>																						

# Academic Information (2/2)

<b>Course Registration</b>	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
<b>Course List</b>	General course list is available to <a href="#">download</a> as reference. The finalized course list will be released in <b>March for Spring Semester</b> , and <b>September for Fall Semester</b> . We cannot confirm which courses are offered and held in English or Japanese any earlier.
<b>Credit System</b>	1 major or liberal arts course = 2 credits 1 language course = 4 credits
<b>Grading System</b>	A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail
<b>Transcript</b>	Transcripts will be issued after the following dates: ➤ Spring Semester: Early October ➤ Fall Semester: Early April *We cannot issue transcripts earlier under any circumstances.



# *Nomination & Application Requirements*

## **Nomination Requirements**

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At the time of nomination, nominees must meet all of the following requirements.

- Nominees must have completed at least one semester of study at their host university. Also official grades from previous semesters at the home university must be available at the time of nomination to confirm if nominees meet the GPA requirement.
- Nominees must be in the undergraduate level of study or in the equivalent level of study at their home university.

## **Application Requirements**

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At the time of application, applicants must meet all of the following requirements.

- Applicants must be enrolled in a partner university overseas and must have completed at least 1 semester at their home university.
- Applicants must be nominated officially by their home university.
- Minimum GPA requirement: 2.00 on a 4.00 scale
- Applicants whose first language is not English or Japanese must meet the [language requirements](#).

# *Nomination & Application Deadlines*

	<b>Nomination Deadline</b>	<b>Application Deadline</b>
<b>Spring Semester Enrollment</b>	October 1	October 22
<b>Fall Semester Enrollment</b>	April 1	April 22

Online Nomination: We send an email to all partner universities once the online nomination becomes available.

Information on the application qualifications and process are available [HERE](#)



# Housing

APU provides off-campus housing for all exchange students. The student dormitory is located in downtown Beppu and is in a convenient location for living.

## Estimated Housing Fees for 1 Semester or 1 Year:

Program Term	One semester (5 months)	One year (10.5 months)
Estimated Amount	Approx. 300,000 JPY	Approx. 600,000 JPY

\*Rent, Utility fees, non-refundable moving fee and Bedding/Linen fee are included.

### Note:

- ✓ Students will be asked to pay fees for the entire period of their stay at APU prior to arrival.
- ✓ Invoice will be sent upon admission approval (Payment method: bank wire transfer only)
- ✓ No meal plan is available.
- ✓ Other accommodation options are not available for exchange students.

## Living Cost in Japan:

Food/Meals	30,000 – 40,000 JPY /month
Academic Expenses	10,000 - 20,000 JPY /semester
Transportation	45,000 JPY - 75,000 JPY/semester (Depends on whether students choose to use bus tickets or purchase a bus pass)
Other	10,000 JPY /month



# *Compulsory Insurance:*

## **National Health Insurance (NHI):**

All exchange students living in Beppu city more than 3 months are required to purchase this insurance by Beppu City and the Japanese Government.

This insurance covers 70% of all your medical care costs.

## **Student's Comprehensive Renters Insurance:**

All APU students from overseas must purchase this insurance. This insurance covers any accidental damage due to fire, rupture, explosion etc.

**All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.**

Student's Comprehensive Renters Insurance will be paid for with housing fees, the NHI will be collected after arrival.

	<b>1 Semester</b>	<b>1 Year</b>
<b>Student Comprehensive Renter's Insurance</b>	Approx. 3,000 JPY	Approx. 5,000 JPY
<b>National Health Insurance</b>	Approx. 10,000 JPY	Approx. 20,000 JPY

# Withdrawal and Cancellation Policy:

If applicants wish to withdraw their application to the exchange program, the student exchange program coordinator at their home university must contact us by email and give us official notice of the cancellation by the below deadlines.

## ●Deadline for Admission Withdrawal (Japan Time)

<b>Spring semester enrollees</b>	March 31
<b>Fall semester enrollees</b>	September 20

## ●Refundable and Non-refundable items

<b>Items</b>	<b>Refundable/Non-refundable</b>
Moving-in Fee *2	Non-refundable
Accommodation Fee *1	Refundable
Student's Comprehensive Renters Insurance *3	Non-refundable
Bank Transfer Fee *2	Non-refundable

### Note:

\*1 A full refund is possible if the applicant applies to withdraw before the deadline for admission withdrawal. The service fee associated with the refund will be borne by the applicant.

\*2 Non-refundable, regardless of deadline for admission withdrawal.

\*3 Refund is possible if the applicant applies for the withdrawal before purchase by APU.

# Visa:

**All students are responsible for getting a Student Visa prior to entering Japan.**

After students are accepted, APU will apply for a Certificate of Eligibility (CoE) on behalf of the student. Once the CoE is issued by the Immigration Bureau (Japan) , APU sends it to the students. Students may apply for their student visa at the closest Japanese Embassy prior to arrival in Japan.

All one semester exchange students will be given a 1 year student visa even if the study period is for 1 semester only. For one year exchange students, a 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period at APU.



# *Other Information:*

## **Driving:**

Exchange students are not allowed to drive or buy motor vehicles including motorbikes during their study abroad program at APU.

## **Employment:**

Part-time jobs are sometimes available within the university and in the city. For students who wish to work off-campus, they have to look for part-time jobs by themselves and Japanese proficiency is oftentimes required.

## **Employment Regulations:**

Students are required to file for a “Work Permit” to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). Students can apply for a Work Permit after receiving their Residence Card. It may take about two weeks.

