

**FAQ: Semester/Year Exchange & Study Abroad Program
at Ritsumeikan Asia Pacific University**

Application

1. Do you accept hard or scanned copies of the application documents?

Please send the hard copies of the application documents by mail. We can check the documents first by email if you wish to send us scanned copies.

2. Do you need original documents or are certified copies accepted?

We ask for the original Academic Transcript. Certified copies are accepted for other documents.

3. Do you accept documents in a language other than English or Japanese?

Documents must be in English or Japanese. If a document is in another language, we ask that a translation be attached (a translation by the student/university is acceptable).

4. The student does not have a valid English proficiency score. Can he/she still apply?

The student can have an instructor complete [Application Form C \(English Proficiency Evaluation\)](#) instead.

5. Do students need to complete the Certificate of Eligibility (COE) Application with the other application documents? (Only for Semester/Year Exchange/Study Abroad Program)

Yes, exchange/study abroad students are asked to submit the COE application at the time of application.

6. Can graduate students apply to the semester/year Exchange/Study Abroad program? (Only for Semester/Year Exchange/Study Abroad Program)

The Exchange/Study Abroad program is only available at the undergraduate level. If a graduate student applies to this Exchange/Study Abroad program, they will only be able to take courses at the undergraduate level.

Academics

1. Do students need to choose a college to enroll in? (Only for Semester/Year Exchange/Study Abroad Program)

Yes, in their application form, exchange/study abroad students must choose to enroll in either the **College of Asia Pacific Studies (APS)** or the **College of International Management (APM)** but they will be able to take most courses freely from both **colleges**.

Some restrictions are that exchange students cannot take 1st Year Workshop, 3rd and 4th year seminar classes (which are for degree seeking students who will be writing an undergraduate thesis).

Also, these subjects are only offered to students enrolled in the College of Asia Pacific Studies (APS):

- Introduction to Research Methods
- Research Methods for Culture, Society and Media
- Research Methods for International Relations and Peace Studies
- Research Methods for Environment and Development
- Research Methods for Tourism and Hospitality

2. When will the course lists released? (Only for Semester/Year Study Abroad Program)

For a general list of courses available at APU, please refer to the separate attachment.

A tentative list of courses offered each year will be released in March. The actual timetable (Excel) will be released a few weeks before the semester on the [Academic Office website](#).

It is better if students can be flexible about the courses they wish to take as we cannot guarantee that students will be able to register all the courses they need.

Most courses at APU are offered in both English and Japanese but this will depend on the semester. In the timetable and syllabus, the course title ends with a code indicating the language of instruction. Any code with E is for English and any code with a J is for Japanese. If it starts with any other code (e.g., S or F), it is most likely a graduate level course.

3. How can a student see the course syllabi?

Step 1: Go to the [Academic Office Website](#) and select "Syllabus" on the left.

Step 2: Choose the English setting.

Step 3: When searching for a course, students should make sure the year is correct.

SP = Spring Semester

FA = Fall Semester

SP1 = Spring Semester, Quarter 1

FA1 = Fall Semester, Quarter 1

SP2 = Spring Semester, Quarter 2

FA2 = Fall Semester, Quarter 2

SU = Summer Session

WI = Winter Session

Note: Study Abroad students cannot register for graduate level courses which will appear on the syllabus search. Students must make sure the courses they wish to register are listed in the timetable!

Students can look for past syllabi of the courses by going to our [Online Syllabus Search](#) and [Search by Keyword](#) and selecting previous lecture years. At the moment, it is set at 2014 but they can search for 2013 and 2012 syllabi and so on. They must be cautious

when using this online search as courses not open to exchange students (e.g., courses of the previous 2006 curriculum or graduate level courses) will appear.

4. What is a Quarter?

The semester at APU is broken down into two quarters: Quarter 1 and Quarter 2. The timetable and syllabus online will show courses offered throughout the semester as well as both quarters.

5. Can students retake exams if they do not pass a subject?

APU doesn't have this system for students. There is a re-registration system for APU students who wish to re-take a course but this will not be available for 1 semester students.

6. Are students required to take a Japanese language course? (Only for Semester/Year Exchange/Study Abroad Program)

No, it is not a requirement. (It is a requirement for the Gateway Program).

7. Can students take other Asia Pacific (AP) Languages offered at APU? (Only for Semester/Year Study Abroad Program)

Students cannot be native speakers of the course's language and English-basis students must complete or be exempted from "Japanese Foundation I, II, and III" in order to take other AP Languages (Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese)

8. How many credits do students register at APU? (Only for Semester/Year Study Abroad Program)

Study Abroad students are required to register a minimum of 10 credits per semester. There is no maximum number the APU students usually register around 18 – 20 credits.

Note: At APU, tuition is comprised of Tuition A (base tuition) and Tuition B (per credit). The tuition a student is invoiced depends on the number of credits they register. For the 2015 Academic Year, Tuition A is 370,000 JPY and Tuition B is 21,000 JPY per credit. If a student takes the minimum 10 credits, they would have to pay 370,000 JPY + 210,000 JPY = 580,000 JPY

For a student at APU for 2 semesters, they will need to pay Tuition A and Tuition B each semester.

9. What is the ECTS equivalency?

1 APU credit = 1.92 ECTS (European Credit Transfer and Accumulation System).

Arrival

1. Is arrival assistance provided?

Yes, APU provides an Arrival Assistance Service for new students. Students will be asked to complete an Arrival Assistance Form after they have been accepted to the program. Students will be greeted at the airport and directed to buses bound for APU. This service is available at Fukuoka Airport International Terminal and Oita Airport. Please bear in mind that bus tickets and freight charges will be borne by the student. (3,190 JPY from Fukuoka Airport and approximately 1,700 JPY from Oita Airport).

Arrival Assistance Services at Fukuoka International Airport :

- i. Someone from APU will greet incoming students at the arrival lobby.
 - ii. Assistance with converting currencies into Japanese yen. Foreign currencies accepted include those of the US dollars (USD); Canada dollars (CAD), Hong Kong dollars (HKD), Singapore dollars (SGD), 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.
- lii. Assistance with purchasing bus tickets, and directions to buses bound for APU.
 - iv. Volunteer student staff will greet you at Kosoku Beppu-wan and accompany you to AP House.

Note: If students arrive at the Fukuoka Airport Domestic Terminal, they will need to take the free shuttle bus to the Fukuoka Airport International Terminal to meet staff.

Arrival Assistance Services at Oita Airport :

- i. Someone from the APU will greet incoming students at the arrival lobby.
- ii. Directions to buses bound for APU.
- lii. Someone will greet you at Kamegawa in Beppu and accompany you to AP House.

2. A student is arriving at Fukuoka Airport International Terminal very late. Can arrival assistance still be provided?

The last bus from the International Terminal of Fukuoka Airport leaves at 9:42 pm. Students arriving late will need to stay overnight in Fukuoka City (we recommend that you stay at a hotel near Hakata Station which is easily accessible from Fukuoka Airport Domestic Terminal by subway; there is a free shuttle bus connecting the Domestic and International Terminal). If students arrive late on the first night of arrival assistance service, they can receive assistance the following day if they go to the Fukuoka Airport International Terminal.

Life in Japan

1. Is housing guaranteed?

APU will make housing arrangements for all exchange/study abroad students but this may be on or off campus depending on availability.

2. Can students bring medication into Japan?

There is a limit on the amount of medicine (painkillers, etc) that students 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 information is available on the [US Embassy website](#) as well.

3. A student has insurance in his/her home country. Will they still be required to purchase insurance in Japan? (Only for Semester/Year Exchange/Study Abroad Program)

Yes, all exchange/study abroad students at APU are required to purchase the [Japan National Health Insurance plan \(NHI\)](#) and Student's Comprehensive Renters Insurance (for personal liability). These insurance plans do not cover their travel periods before arriving in Japan and after leaving APU when returning home; therefore, students are encouraged to purchase an appropriate insurance to cover their travels.

The Student's Comprehensive Renters Insurance is approximately 3,000 JPY per semester (to be paid with housing fees prior to arrival) and the National Health Insurance is approximately 10,000 JPY per semester (to be paid in cash a couple months after arrival).

4. Can a student with a physical or learning disability receive assistance?

While APU strives to provide a comfortable environment for all students, services available at APU may be limited and it will need to be discussed on a case by case basis. Students will be asked to submit a document from their home university and/or doctor's note.

5. Can a student find a part-time job in Japan? (Only for Semester/Year Exchange/Study Abroad Program)

In order to apply for jobs, students will first need a Residence Card, register their address with Beppu city, and acquire a work permit. It may take a couple months before they are able to work.

Some students may receive a Residence Card and work permit at Immigration depending on which airport they fly into but they will still need to register their address with Beppu City after arriving. They will be able to do this at one of the orientation sessions on campus.

Once students acquire a Residence Card, they should be able to apply for a [work permit](#) through the APU Student Office. It may take 3 - 4 weeks for the permit to be granted.

In order to be able to work off campus, it is usually expected that you have a high proficiency in Japanese. The Student Office posts information on jobs available.

6. What kind of student clubs/organizations can students participate during the program?

We encourage exchange/study abroad students to get involved in one or more of our over 160 clubs to enhance their experience, learn something new, and simply have fun. To see a list of clubs/ organizations, please visit the [APU Student Office website](#). The information is also given during the program orientation.

7. Do you have meal plans for students?

We do not have meal plans for students and meals are not included in the program fees. Students will have the option of eating at the APU cafeteria or cooking in the communal kitchens. To eat at Cafeteria, students will need approximately 300-500 yen for breakfast and 400-1000 yen for lunch and dinner.

8. Where can students find out more about life and travels in Japan?

- [Student Life \(APU Admissions\)](#)
- [Beppu Navi](#)
- [Beppu Foreign Tourist Information Office Blog](#)
- [Japan National Tourist Organization](#)
- [Lonely Planet](#)
- [Japan Guide](#)

Transcripts

1. Are transcripts issued for students?

Yes, one transcript will be issued free of charge at the end of the program. Students who wish to apply for extra transcripts (300 yen per copy) can apply before leaving APU.

2. Where will transcripts be sent?

In principle, transcripts will be sent to the agent. It is requested that the agent passes on the transcript to the student.

3. How can students who have returned to their home countries request for transcripts at a later date?

Please refer to this [website](#) for instructions.