

Ritsumeikan Asia Pacific University Exchange Guide

for GVSU Applicants 6/26/2015

The information in this document is subject to change. PIC aims to provide students with the most up-to-date information; however, information at the host university may change. Updated information will be provided to participants when it becomes available.

If you find a link does not work, please copy and paste the website into your browser. If the link still does not work, please let us know.

1 Home School Approval

All GVSU students who want to earn credit at GVSU for a study abroad program must first apply for home school approval through the OASIS online application system, www.gvsu.edu/oasis.

The study abroad application through the GVSU online system (OASIS) allows students to apply for home school approval to participate in a specific study abroad program. If you change your study abroad program at any time, you must submit a *Study Abroad Change Form*. All programs are subject to approval.

- **Keep your information updated.** The Padnos International Center refers to the information in OASIS for up-to-date program information, and student contact information. Please let us know if information changes.
- **Message System/connect with other program participants.** Students can easily get in contact with other program participants using the OASIS messaging system.

✓ Study Abroad Orientation

All study abroad participants are required to attend one Study Abroad Pre-Departure Orientation. Students who attend one of these required sessions will be eligible to receive their full deposit refund. We will not refund the deposit to students who do not attend one of the many sessions offered throughout the semester prior to your departure.



✓ Required Documents

Once you are “accepted” to participate in your chosen study abroad program, your OASIS account will give you access to additional information, including required forms.

The documents below are due to PIC by: **AUG 15** (Fall departures); **DEC 15** (Winter departures); **MAY 15** (Summer departures)

All students must submit the following required forms in order to be eligible to receive their deposit refund:

- ☐ Flight Itinerary
- ☐ Medical insurance
- ☐ Passport copy

	<input type="checkbox"/> Health information Students who plan to use financial aid to help cover the cost of their study abroad program must submit: <input type="checkbox"/> Expense Form <input type="checkbox"/> Accept the financial aid you plan to use for your semester abroad in MyBanner. Students who plan to take course abroad that will fulfill specific degree requirements must submit: <input type="checkbox"/> Course Approval Form and/or email confirmation specifying the departmental approval.
 Course Approval Process	<p>For detailed instructions on securing approval for the courses you want to take abroad, visit:</p> <p>http://www.gvsu.edu/studyabroad/partnership-academics-517.htm</p>
<div> <div>2</div> <div>Host University Application</div> </div>	<p>Once a student has been approved by the Padnos International Center to participate in a partnership program, the student will be invited to begin working on the host university application materials. Students are still subject to approval by the host university and must also complete the required application materials to formally apply for this program. Again, the OASIS application is for the home school approval only.</p>
 APU Required documents	<p>The Padnos International Center will send detailed application instructions to all exchange participants soon after the GVSU priority application deadline (February 1, or September 10). If you do not receive the application instructions within 1 week after the priority deadline, email Chris Borda at: bordac@gvsu.edu.</p> <p>If you have not yet applied for your passport, do so right away!</p> <p><u>A copy of your passport is required in order for you to apply for this program.</u> Passport processing can take 4-8 weeks.</p> <p>Please bring your completed APU application materials into PIC by the deadline given to you in your email notice.</p> <p>Applicants must submit original certificates. Application will not be processed until application fee is paid.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exchange Student Application (available on APU website) <input type="checkbox"/> Passport copy <input type="checkbox"/> Essay expressing your interest in studying at APU <input type="checkbox"/> Verification of funds (bank statement, scholarship letter, financial aid letter, etc.) <input type="checkbox"/> Certificate of Enrollment (<i>Provided by PIC</i>) <input type="checkbox"/> Certificate of Eligibility (COE) application <input type="checkbox"/> Official transcript (<i>PIC will request your transcript from Records to be included with your application</i>) <input type="checkbox"/> Three passport-size photographs (<i>PIC offers passport-size photos (2) for \$2</i>)

	<p>http://www.apu.ac.jp/academic/page/content0166.html</p> <p>Students interested in also applying for the JASSO Scholarship can include the materials with their application for the program. The JASSO application can be found at the link above.</p> <p><u>Summer Gateway Applicants</u></p> <p>The content in this document primarily refers to the semester exchange program. The Summer Gateway Program will have different requirements and structure. Summer Program Participants will be required to complete application materials for the Gateway program. The application requirements are similar to the above list, but there is a different application. Applicants for the summer Gateway program should go to this link for application instructions: http://www.apu.ac.jp/academic/page/content0171.html</p> <p>Application deadline for the summer Gateway program is early March. Program dates: early June – end of July</p> <p>Other information on the summer program can be found at: http://www.apu.ac.jp/home/exchange/content27/</p> <p>This is the primary web link to the Exchange Student Information:</p> <p>http://www.apu.ac.jp/academic/page/content0166.html/?version=english</p>
<p>✓ Accepted Student Information</p>	<p>Step-by-step instructions are available on the APU website at:</p> <p>http://www.apu.ac.jp/academic/page/content0168.html/</p>

Timeline for Fall and Winter Semester Participants

Fall Dates (mid-September – early February) **Winter Dates** (Late-March to end of July or early August)

Summer participants should review the APU website for program details.

This is a general timeline based on past semesters and is subject to change from year to year.

	Fall Participants	Winter Participants
Apply to study abroad in OASIS (GV application system)	Final Deadline for COMPLETED application is February 1	Final Deadline for COMPLETED application is September 10
PIC will send host university application instructions to students	1-2 weeks after the deadline	1-2 weeks after the deadline
Host university Applications due back to PIC	By February 16	By September 25
PIC will send host university applications to APU	Early March APU's application deadline is April 1	Before October 1 APU's application deadline is October 1
Academic calendar available for entire year	April	April
APU will send acceptance letters to PIC (Once students are accepted by APU and have the COE, they can purchase airfare and apply for their student visa)	TBD	Mid-December or early January
Complete APU Enrollment Documents	Students send directly to APU by deadline indicated	Students send directly to APU by the deadline indicated
Orientation/arrival dates are confirmed	April	April
Registration instructions	On-site during orientation	On-site during orientation
Housing placements	Students will receive exact housing placement upon arrival	Students will receive exact housing placement upon arrival
Arrival Information & Pre-Departure Details from APU	April – additional information will be sent with acceptance materials	April year prior to departure– additional information will be sent with acceptance materials.
Travel to Japan	Mid-September	Late March
APU sends transcript to GVSU	May	October
APU BREAKS	Winter break – Late December to early January Spring Break – Early February to March Quarter break – late November	

✓ Application Timeline

<p>✓ Course options</p>	<p>APU offers two colleges that apply to this exchange: College of Asia Pacific Studies (APS) College of International Management (APM)</p> <p>Students must choose one college they would like to enroll in, but will be allowed to take courses from both colleges.</p> <p>The credits earned through APU do not perfectly align with how credits are assigned at GVSU. Students typically register for 8-10 courses during the semester. APU is on the quarter system. Students may choose 4-5 courses per quarter. The average credit load per semester is 18-20 credits. Most APU courses will be worth 1-2 GVSU credits. A final decision on the number of credits you will earn for a course will be made through the departmental course approval process. Most departments will review the number of contact hours per class. A guide on the number of contact hours can be found on the APU Student Exchange Program Information Sheet (see below for link).</p> <p>The typical course at APU is a 14 week course that meets for 95 minutes per week. This is about 1.5 hours per week for 14 weeks totally 21 contact hours. This information should be presented to the department when you request approval for a course.</p> <p>Students are required to stay at APU until the end of the final exam period. Early departures are not allowed. A detailed guide to the academic information can be found on the APU website at: http://en.apu.ac.jp/academic/page/content0260.html/</p> <p>2016 Undergraduate Academic Handbook http://www.apu.ac.jp/academic/page/content0260.html/</p> <p>Reminder: you may need to copy and paste web links into your browser!</p>
<p>✓ Program Costs</p>	<p>A detailed budget breakdown is available on the PIC website. Search for Ritsumeikan Asia Pacific University then look under “Partnership Information.” http://gvsu.edu/studyabroad/additional-information-ritsumeikan-asia-pacific-university-650.htm</p>
<p>✓ Accommodation</p>	<p>Due to limited availability in AP House on campus, exchange students will be living in a dormitory in downtown Beppu (Oita International House) and will commute to campus by bus at their own expense. APU will continue to arrange housing for exchange students in the future but the actual placement may be on or off campus depending on the availability.</p> <p>Additional information is available on the 2017 APU Student Exchange Program Information Sheet located on the PIC website under APU Guides. http://en.apu.ac.jp/academic/uploads/fckeditor/public/toapu/student_exchange/2017Exchange_Program_Fact_Sheet.pdf (Housing information is on page 12.)</p>

✓ Program Dates/Calendar	http://en.apu.ac.jp/academic/page/content0276.html/
✓ Partner University Contacts	<p>Incoming Exchange Coordinators: Fuki Masuda & Miyuki Kai (inbound@apu.ac.jp)</p> <p>Academic Office Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, 874-8577 Oita, Japan TEL : +81-977-78-1122 FAX : +81-977-78-1102</p>
✓ Japanese National Health Insurance	<p>Exchange students are required to purchase Student Comprehensive Renter's Insurance and the Japanese National Health Insurance. Additional information is available at:</p> <p>http://www.apu.ac.jp/academic/page/content0166.html</p>
<div> <div>3 Travel Resources</div> <div> <p>Become a <u>WELL-INFORMED</u> traveler! Research you host country before you leave, and avoid going abroad unaware and unprepared. It is up to YOU, the participant, to research and educate yourself before you leave.</p> <p>Visit: www.gvsu.edu/studyabroad, select “Before You Go.”</p> </div> </div>	
✓ Visa Information/link to consulate/timeline for application	<p>US citizens who plan to study in Japan for less than 90 days are not currently required to apply for a student visa. Students who plan to study in Japan for more than 90 days must apply for a visa. The student visa for US citizens is free of charge (subject to change). Students who are residents of Michigan will apply for their visa at the Japanese Consulate in Detroit. If you are a resident of another state, check the Japanese Consulate website for information on which office has jurisdiction over your state of residence.</p> <p>Additional information can be obtained by visiting the Japanese Consulate website: http://www.detroit.us.emb-japan.go.jp/</p> <p>If this link does not work, simply search for Japanese Consulate in Detroit.</p>
✓ Flights/Arrival City/Travel to host institution	<p>Students typically fly into either Fukuoka airport or Oita airport. Bus service is available from both airports. APU will provide detailed instructions on how to get to the University in the guide they send to incoming students. APU does arrange arrival assistance for new students. There will be someone at both airports to greet students and make sure they get on the correct bus.</p>
✓ State Department Travel Information	<p>All GVSU study abroad students are required to register their trip with the US State Department through the Smart Traveler Enrollment Program. Visit: http://travel.state.gov for details. Students should also carefully review the country information posted on the State Department website. Safety and security considerations are</p>

	often listed in this document.
✓ CDC Report/WHO	<p>All study abroad students are strongly encouraged to carefully review the CDC report for the country they plan to study in. The CDC report provides information on required and recommended immunizations, health and safety advice, and packing tips. Visit: www.cdc.gov</p> <p>The World Health Organization (WHO) offers extensive information on health topics, critical health situations, statistics, world health reports, country-specific information for travelers. Visit: www.who.org</p>
✓ Mobility International (MIUSA)	MIUSA is national leader on providing comprehensive disability support and resources for students for disabilities going abroad. If you have a disability, we strongly encourage you to utilize the resources available through this organization as you prepare for your journey. http://www.miusa.org/
✓ Study Abroad Advisors	<p>The Padnos International Center has a number of advisors available to answer question you may have throughout the process.</p> <p>General advising: Stop into 130 LOH to speak with a Peer Advisor or email studyabroad@gvsu.edu.</p> <p>Post-acceptance advising, host university application information, and while you are abroad: Rebecca Hambleton, Director, Study Abroad & International Partnerships, hambletr@gvsu.edu AND Chris Borda, Coordinator of Study Abroad & International Partnerships, bordac@gvsu.edu.</p>
<div> <div>4 Safety and Security</div> <div> <p>Concerns about safety and security are very common among study abroad students and their families. PIC offers a pre-departure orientation, online resources, and individual support to students who have concerns about safety in another country.</p> </div> </div>	
✓ Resources for emergency situations	http://www.gvsu.edu/studyabroad/health-safety-538.htm
✓ Reporting an incident	<p>If you experience an incident abroad, please contact Rebecca Hambleton, hambletr@gvsu.edu to file a report on the incident. When you file a report, every effort will be made to connect you with resources that are available to you if you.</p> <p>Other important campus resources that are available to GVSU students in need of assistance with a critical incident:</p> <ul style="list-style-type: none"> • Women's Center, http://www.gvsu.edu/women_cen/ • Counseling Center, http://www.gvsu.edu/counsel/
✓ Overseas Security Advisory Council (OSAC)	The U.S. Department of State created OSAC to promote cooperation between America's private sector worldwide and the U.S. government on issues of security. Daily news can be found on this site, as well as country crime and safety reports. https://www.osac.gov/

- ✓ Association for Safe International Road Travel (ASIRT)

ASIRT offers more than 100 country road travel reports with guides for travelers including information on potentially dangerous conditions, road conditions, common road practices, traffic laws and more. Country reports are available for a fee. Additionally, the website does offer helpful tips for travelers.

www.asirt.org

5 Cultural Adjustment

Attitude is EVERYTHING!

Please remember, you have applied to study abroad to experience something different from what you experience here at GVSU. The most successful study abroad students are those who exercise flexibility and are open to change.

- ✓ Culture guides

PIC offers a variety of country-specific resources that you can explore.

<http://gvsu.edu/studyabroad/additional-information-ritsumeikan-asia-pacific-university-650.htm>

- ✓ Returning home

<http://magazine.lifeafterstudyabroad.com/contents>

Many students indicate that returning home from study abroad is far more of an adjustment than the initial adjustment to the host country. Students have a variety of experiences upon their return home. PIC offers a welcome back event that brings study abroad students together to share what they learned abroad, and to connect about the challenges of returning home after adapting to a different culture for many weeks or months. This event offers a career planning component to help you think about how to articulate to future employers what you learned through your experiences abroad and how this will help you in your career development.

Visit the PIC website for information about adjusting to life back home after study abroad!