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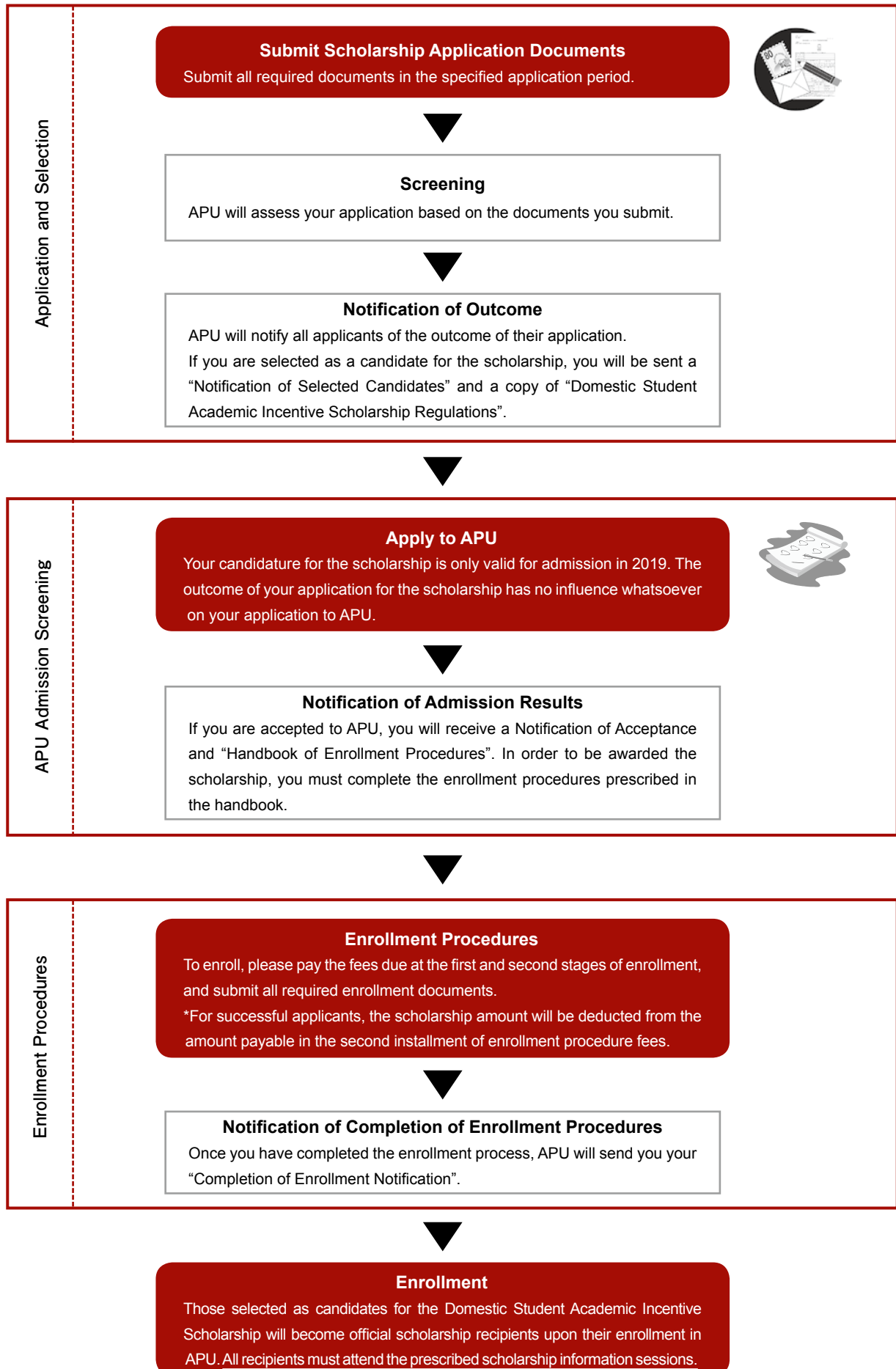
April / September Enrollment 2019

**Domestic Student Academic Incentive Scholarship
Application Handbook**

**Financial aid scholarship
(results made available prior to enrollment)
Valued at one half annual tuition**

Ritsumeikan Asia Pacific University

Domestic Student Academic Incentive Scholarship: From Application to Award



2019 Academic Year Domestic Student Academic Incentive Scholarship Application Handbook

The Domestic Student Academic Incentive Scholarship is for students applying to APU who face severe hardship in pursuing their studies for financial reasons. You can apply for the scholarship and receive your screening results prior to applying to APU. If you are chosen to receive the scholarship, are accepted and enroll to APU, you can receive the scholarship after enrollment.

If you wish to apply for the Domestic Student Academic Incentive Scholarship, please be sure to read the following guidelines, and then submit your application by the deadlines given.

Applying for the Scholarship after Application / Acceptance in Entrance Examinations

Domestic Student Academic Incentive Scholarship applications are normally received and sorted before applicants actually apply to APU. However, applicants who have already been accepted for 2019 first year enrollment may also apply, provided they meet all eligibility requirements.

* In this handbook, the term “household income earners” means the applicant’s parents or other persons who provide for the applicant’s household in place of the parents, or in the case of single-parent households, the applicant’s father or mother.

1. Outline and Number of Scholarship Recipients

Amount Awarded: An amount equal to half of regular tuition fees

Period of Scholarship: 4 years * Eligibility screenings will be performed each semester.
Recipients who successfully pass the screenings will be able to continue to receive the scholarship through to the end of the standard period for completion of their degree.

Application: Applications for the Domestic Student Academic Incentive Scholarship for the 2019 academic year will be accepted in 4 different rounds.

Number of Recipients: 15 students (total for all application periods)

Payment Method: An amount equal to the scholarship award is deducted from tuition invoices.

2. Eligibility

Domestic students applying for first year enrollment to APU in April or September 2019 may apply for this scholarship.

3. Criteria

To apply for the scholarship, you must fulfill all of the below requirements (1 through 5).

(1) Must have a strong desire to enroll in APU, and the intention to do so if accepted.

(2) Must be planning to apply, applying for, or have been accepted for enrollment to APU as a domestic student for 2019 (enrollment at first year level only).

(3) Must have graduated or be scheduled to graduate from senior high school (or educational institution deemed equivalent thereto) during the following periods.

The eligible graduation periods to qualify for application in each application category (rounds 1 through 4) are as follows.

Application Round	Graduation Period to Qualify for Application
1	[For April 2019 enrollment] Must have graduated (or be scheduled to graduate) from a senior high school (or equivalent educational institution) between April 1, 2017 and March 31, 2019.
2	[For September 2019 enrollment] Must have graduated (or be scheduled to graduate) from a senior high school or equivalent educational institution) between September 21, 2017 and September 20, 2019.
3	Must have graduated (or be scheduled to graduate) from a senior high school or equivalent educational institution) between September 21, 2017 and September 20, 2019.
4	Must have graduated (or be scheduled to graduate) from a senior high school or equivalent educational institution) between September 21, 2017 and September 20, 2019.

(4) Must have a grade average (評定平均値) of at least 4.0 on a 5.0 scale if coming from a Japanese senior high school.

Grade averages will be taken from the first year of senior high school to the first term of the final year of senior high school (or the most recent term for schools using a two-term system) for those who are yet to graduate, or from the full three years of senior high school for those who have already graduated. However, these conditions may vary for grades from senior high schools outside of Japan (or equivalent educational institutions).

(5) The income of the household income earners must be less than 6 million yen for employees or pension recipients (pre-tax income), or less than 1.97 million yen for those who are self-employed.

The income (as stated on the latest [2017 tax year] income certificate) of the applicant's household income earner must be below the following amounts.

(Applicants from households with multiple sources of income will be considered on a case-by-case basis.)

Income (pre-tax) from salaries or pensions	Others / personal business
Less than 6 million yen	Less than 1.97 million yen

* "Household income earners" means the applicant's parents or other persons who provide for the applicant's household in place of the parents, or in the case of single-parent households, the applicant's father or the mother.

4. Application Periods and Timing of Notification of Application Outcome

Application Round	Enrollment Period	Application Period (application must be postmarked by the final date of this period)	Notification of Selection Outcome (tentative)
1	April 2019	August 17 (Fri.) – August 29 (Wed.), 2018	Late September, 2018
	September 2019		
2	April 2019	October 12 (Fri.) – October 24 (Wed.), 2018	Early December, 2018
	September 2019		
3	April 2019	December 7 (Fri.) – December 19 (Wed.), 2018	Early February, 2019
	September 2019		
4*	September 2019	April 5 (Fri.) – April 17 (Wed.), 2019	Late May, 2019

* Applicants for admission to APU in April 2019 cannot apply in Round 4.

5. Application Method

If you wish to apply for this scholarship, you must submit the required documents to the address below.

* Please send these by **express, registered mail**.

Ritsumeikan Asia Pacific University Entrance Examinations Office
 For "Domestic Student Academic Incentive Scholarship"
 1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan

If sending application documents from outside Japan:

If you sending your application documents directly to APU from anywhere outside Japan, you are advised to dispatch them **at least three days before the last day of the relevant application period**, using registered mail, DHL, EMS, FedEx, or other service that keeps a record of sending and delivery. As soon as you have sent your documents, please inform the APU Admissions Office by fax (+81-977-78-1199) or email (apumate@apu.ac.jp), providing the following information:

Applicant's name	Contact details (telephone number and email address)
Country of residence	Date on which the application was sent

* When contacting the Admissions Office by email, please use "Domestic Students Academic Incentive Scholarship Application Documents (Applicant's name)" as the title of your message.

6. Application Documentation List

Prepare all items (1) to (5) below, and send them by express, registered mail. (6) through (8) should also be submitted if applicable.

[To be submitted by all applicants]
(1) Application Submission Form (Supplied by APU)
(2) Form A Domestic Student Academic Incentive Scholarship Application Form (Supplied by APU)
(3) Form B Address Information Form (Supplied by APU)
(4) Documentation to prove the income of household income earners (parents or others providing for the household in place of your parents, or if a single-parent household, your father or mother)
(5) Senior high school academic transcript (or equivalent documentation) * Must be in a sealed envelope.
[To be submitted if applicable]
(6) Official document certifying single-parent (mother / child or father / child) family
(7) Additional documentation as required according to the contents of the application form, such as: Certificate of (Prospective) Earnings, Disaster Victim Certificate (copies are acceptable), Disability Certificate (copy), etc.
(8) Copy of Notification of Acceptance to APU

* Please do NOT send admission application forms together with your scholarship application.

* The personal information provided in your application documents will not be used for any purpose other than scholarship processing.

7. Application Preparation and Related Information

Please complete all forms using a permanent black ink pen or ballpoint pen (you may use correction fluid if necessary). Original documents must be submitted for all items marked “original.” Copies are acceptable for others.

(1) [To be submitted by all applicants] Application Submission Form (Supplied by APU)

Please confirm the documents which need to be submitted and fill out the necessary sections.

(2) [To be submitted by all applicants] **Form A** Domestic Student Academic Incentive Scholarship Application Form (Supplied by APU)

Please complete all required sections of the form, being sure to include the date and your signature / seal stamp. Use the “Instructions for Completing the Domestic Student Academic Incentive Scholarship Application Form” on page 12.

(3) [To be submitted by all applicants] **Form B** Address Information Form (Supplied by APU)

The address you supply here will be used by APU to notify you of the outcome of your scholarship application.

(4) [To be submitted by all applicants] Documentation to prove the income of household income earners

Document	Notes
Certificate of income (所得証明書) and certificate of income and withholding tax (源泉徴収票) or final tax return (確定申告書) *For all household income earners with no income, submit a certificate of income (所得証明書) with a figure of 0 in the income column, or a tax exemption certificate (非課税証明書)	<ul style="list-style-type: none"> ◆ Issued by your local municipality. Please submit a current document (certifying income in 2017). ◆ Home makers, the unemployed, and others with no income or no taxable income should submit a certificate of income (所得証明書) with a figure of 0 in the income column or a “tax exemption certificate” (非課税証明書) ◆ If there are household income earners in the same household other than your parents, submit the same documents for those individuals as well.

* If any of the following apply, please submit the additional documents shown.

Income / Employment Status	Additional Document Required
Currently receiving basic employment insurance allowance (unemployment insurance)	Copy of Employment Insurance Certificate of Eligibility (雇用保険受給資格者証) (issued by Public Employment Security Office / Hello Work)
Currently receiving Livelihood Protection payments	Copy of Notification of Livelihood Protection Determination (Amendment) (生活保護決定(変更)通知書) (issued by the public welfare office in your municipality of residence)
Resigned or ceased business on or before January 2018, and currently unemployed	In addition to the certification of annual income, please submit a “certificate of retirement” (退職証明書), “termination notice” (離職票), or “certificate of business closure” (廃業証明書). Copies are acceptable.
If employed/operating a business on or after January 2, 2018	Certificate of (Prospective) Earnings (Original) This form can be downloaded from the APU website. Go to “English-basis Applicants” → “Scholarships”.
Holding an official offer of employment to commence within 3 months	APUmate.net <input type="text" value="URL"/> http://www.apumate.net
Unable to submit certification of annual income due to residence outside Japan	Salary slips (for January through December, 2017) issued by employer, or a certificate of annual salary for the last year (issued by your employer; no specified format) * If amounts are shown in a currency other than Japanese yen, please write the Japanese yen equivalent amount at the time of application, either in a blank space on the document or on a separate sheet of paper.

* In some cases you may be required to submit other documents for screening purposes.

(5) [To be submitted by all applicants] Senior high school academic transcript or equivalent documentation. (Original)

Relevant Qualification	Required Documents
Applicants who have graduated or are expecting to graduate from senior high school or and junior high school.	① Academic transcripts (調査書) (Original, sealed in original envelope)
(For those who have also studied outside of Japan)	In addition to ① above, transcripts, grade reports or study evaluation reports (Original) for the relevant periods spent outside of Japan.
Applicants who have completed or are expecting to complete 12 years of school education outside Japan	① Certification of (Expected) Graduation or Completion of Studies (Original) Date (year and month) of enrollment as well as date of (expected) completion must be written on the certificate. *For schools, countries, and regions that do not issue the above documents due to local customs or regulations, please submit a: ① study evaluation reports for each semester, or a ② copy of the applicant's diploma. Please be sure that the copy is certified by the issuing institution as a true copy of the original certificate.
(For applicants who have studied at senior high schools within Japan)	In addition to ① above, submit academic transcripts or results certificates for studies performed at senior high school in Japan (sealed in original envelope).
For applicants who have received Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates.	① Certificate of Record (合格成績証明書) (Original, issued by MEXT)
(For applicants who are expecting to receive the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates)	① Prospective Certificate of Record (合格見込成績証明書) (Original, issued by MEXT)
For applicants who have been (or expect to be) recognized as achieving an academic level equivalent to or greater than the completion of studies at the senior high school level	Academic transcripts (調査書) (Original, sealed in original envelope) ※If you do not have academic transcripts, submit either a: ① Certificate of (Expected) Completion (Original), or ② Notification of Applicant Eligibility Screening Results (Copy) ※② is issued by APU only to applicants who request and complete the Pre-Screening of Eligibility for Application before submitting their application.

Graduates and prospective graduates of senior high schools and junior high schools may not use a “Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates” in place of the grades issued by their schools.

(6) [For relevant applicants only] Official document certifying single-parent (mother / child or father / child) family

If you are from a single-parent family, submit a document that certifies this fact.

Single-parent family status can be certified using a “Certificate of Income / Taxation” or “Certificate of Income and Withholding Tax” if there is an asterisk * or deduction amount printed in the “Widow / Widower” or “Special Widow” column. Please submit one of the following documents only if the status is not reflected in the Certificate of Income / Taxation or Certificate of Income and Withholding Tax.

* Copies allowed for all of the following

- i Certificate of Eligibility for Medical Benefits for Single Parent Family
- ii Certificate of Eligibility for Welfare Medical Benefits
- iii Certificate of Payment of Child Rearing Allowance

If you cannot submit any of the above, please submit a copy of your family register.

(7) [For relevant applicants only] Additional documentation as required according to the contents of the application form

Status	Additional Document Required
If there is a family member requiring medical care or receiving medical care over a period of six months or more	Copies of documents (receipts etc.) proving the amount paid on a routine basis for long-term medical care over the past six months <ul style="list-style-type: none"> • If long-term medical care is envisaged but six months have not yet passed since the care commenced, include all available documents for the period up to application. • Receipts that do not show the patient's name will not be accepted.
If the household income earner has been posted by his/her employer in a location separated from the main household	Documents proving that the income earner is living away from home (i.e. a certificate of work location separate from household. There is no prescribed form, but the form provided must be certified by the employer.), and documents proving the expenses associated with that living (e.g. a copy of the residential lease agreement, copies of utility bills for the last three months, etc.)

Submit any additional documentation as required according to the details you provide in your application forms (e.g. Disaster Victim Certificate (copies are acceptable), Disability Certificate (copy), etc.).

(8) [For relevant applicants only] Copy of Notification of Acceptance to APU

If you are applying after being accepted for first year enrollment to APU in 2019, please submit a copy of your Notification of Acceptance to APU.

Important Note on Submission of Documents

1. For Academic Transcripts

- The time required to prepare academic transcripts of certificates varies from school to school, and may take several days. When applying, be sure to request the documents from the issuing school in advance.
- If you applying for Round 1 selection and your senior high school cannot produce an academic transcript within the application period, late submission is permitted. In such cases, submit all other required documents within the application period, and under item (5) on the "Application Submission Form" on page 11, state the reason for the delay in producing the transcripts, and the date you expect to submit them. Academic transcripts that could not be submitted with other application documents must be postmarked no later than Wednesday, September 6, 2018. On the face on the envelope, write "Academic transcript for Domestic Student Academic Incentive Scholarship enclosed". Send the envelope by express, registered mail to the address specified in "5. Application Method" on page 3.
- Applicants that have studied at multiple senior high schools must submit academic transcripts for each school.

2. For All Documents

- Certificates in languages other than Japanese and English should be accompanied by a translation into either Japanese or English by a person other than the applicant. The translation must include the translator's name, contact details, and signature/personal seal.

8. Screening Method

Applicants will be evaluated based on the documents they submit. The result of this screening does not have any effect on admission results.

* In order to be officially confirmed as a scholarship recipient, candidates successful in the selection process must take an entrance examination for admission to APU as a domestic student in AY 2019, be accepted, and enroll in APU. They must also attend the Domestic Student Academic Incentive Scholarship Information Session after enrollment. Information Session dates can be found in the Handbook of Enrollment Procedures sent to successful applicants.

9. Notification of Selection Outcome

APU will send out scholarship selection results to all applicants in the period specified in "4. Application Periods and Timing of Notification of Application Outcome" on page 3.

- * If you are selected as a candidate for the scholarship, you will be sent a Notification of Selected Candidates and a copy of the Domestic Student Academic Incentive Scholarship Regulations.
- * APU cannot respond to inquiries by phone or e-mail regarding selection results.

Important points regarding selection results

- This scholarship is only valid for selected candidates who applied to APU for enrollment in April / September 2019.
- Please note that results notifications will not be re-issued due to loss, damage, etc.
- If the same applicant is selected for both this scholarship and the Domestic Students Academic Excellence Scholarship:
The two scholarships noted above may not be combined together and received at the same time. Successful applicants for both scholarships must choose which scholarship they will receive when they enroll. Please pay your enrollment fees using the payment form associated with the scholarship you choose to receive.
For details about enrollment procedures, refer to Handbook of Enrollment Procedures sent to all accepted students.

10. Eligibility Screening Standards

In addition to reviews of scholarship recipients' academic results each semester, an eligibility screening will be held once a year. This screening will evaluate both academic results and household income. Recipients will lose eligibility for the scholarship if either or both of conditions (1) or (2) below applies.

(1) Academic Achievement Standards

If either (a) or (b) below applies in any two consecutive semesters from the first to seventh semester of study at APU.

(a) Failure to earn the minimum required number of credits.

* 124 credits are required for graduation.

Semester	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester	7 th Semester
Minimum number of credits required for the semester	14	14	14	14	14	14	6

(b) GPA for the semester is **less than 2.0**.

GPA (Grade Point Average) refers to a student grading method with 5 levels (A+, A, B, C, F), which are assigned the following values:

$\{(\text{number of "A+" credits} \times 4) + (\text{number of "A" credits} \times 3) + (\text{number of "B" credits} \times 2) + (\text{number of "C" credits} \times 1) + (\text{number of "F" credits} \times 0)\} \div \text{total number of credits registered (except for passed and transferred credits)}$

(2) Income Standards

If upon the completion of even-numbered semesters, the student's household income earner's income / earnings for the previous year do not meet the standards set at the time of scholarship application.

11. Loss of Scholarship Eligibility

Recipients will lose their eligibility to receive this scholarship immediately under any of the following circumstances.

- ① Loss of enrollment status at APU.
- ② Leave of Absence from APU. * Note: Resumption of the scholarship may be permitted upon return from Leave of Absence.
- ③ Subjection to disciplinary action for violation of student disciplinary regulations.
- ④ Failure to meet prescribed eligibility screening standards.
- ⑤ Other behavior judged by the Student Affairs Committee to be unbecoming of a scholarship recipient.
- ⑥ Failure to undergo a periodical health examination at APU.

* Failure to undergo a health examination will result in the scholarship being suspended for the next semester. The scholarship will resume after it has been confirmed that the candidate has undergone the next periodical health examination.

INQUIRIES

Admissions Office, Ritsumeikan Asia Pacific University

Telephone: +81-977-78-1120 (weekdays 9:00 a.m. to 5:30 p.m.)

Fax: +81-977-78-1199

E-mail: apumate@apu.ac.jp

Forms for Submission

To be submitted by all applicants

- (1) Application Submission Form
- (2) **Form A** Domestic Student Academic Incentive Scholarship Application Form
- (3) **Form B** Address Form

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

(1) Purpose of Use of personal Information

- ① To carry out the admissions process, such as screening, etc.
- ② To notify results
- ③ To send enrollment-related documents
- ④ To complete the procedures to attain the Certificate of Eligibility to issue a VISA
- ⑤ To send the orientation guide for new students
- ⑥ To send information on pre-enrollment education
- ⑦ To send information on post-enrollment living matters
(accommodation services, personal injury insurance, university co-op, etc.)
- ⑧ To send various questionnaires after admission

(2) Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

(3) Outsourcing of Handling of Personal Information

Ritsumeikan Asia Pacific University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan Asia Pacific University and the external organization will sign a contract regarding the appropriate management of personal information.

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

受付番号*

(*For office use only)

Application Submission Form

フリガナ
Name

Before mailing your application, confirm that each of the following items are included in the envelope.

Document to Submit		Check for each included document
(1)	[All Applicants] Application Submission Form (this form)	<input type="checkbox"/>
(2)	[All Applicants] Form A Domestic Student Academic Incentive Scholarship Application Form	<input type="checkbox"/>
(3)	[All Applicants] Form B Address Form	<input type="checkbox"/>
(4)	Documentation proving income of household income earners (see p.4)	◆ [All Applicants] Father <input type="checkbox"/>
		◆ [All Applicants] Mother <input type="checkbox"/>
		◆ [Relevant applicants only] Household income earner in place of mother or father. <input type="checkbox"/>
		◆ [Relevant applicants only] If employed, changed jobs, created or ceased business on or after January 2, 2018: submit a Certificate of (Prospective) Earnings in the format prescribed by APU. *Format download: APUmate.net http://www.apumate.net . <input type="checkbox"/>
	◆ [Additional Documents] Copy of Employment Insurance Certificate of Eligibility (雇用保険受給資格者証) <input type="checkbox"/>	
(5)	[All Applicants] Senior high school academic transcript (or equivalent documentation) (original document) For Round 1 applications, in cases where transcripts cannot be sent at the time of application, provide the reason for the delay and the estimated date when the transcripts will be sent. ①Reason for delay in sending academic transcripts: _____ ②Estimated date of academic transcript submission: _____ (MM / DD)	<input type="checkbox"/>
(6)	[Relevant applicants only] Official document certifying single-parent (mother/ child or father / child) family (See page 5)	<input type="checkbox"/>
(7)	[Relevant applicants only] Additional documentation as required according to the contents of the application form (See page 5)	<input type="checkbox"/>
(8)	[Relevant applicants only] Copy of APU Notification of Acceptance	<input type="checkbox"/>

Remove here

Form A**Instructions for Completing the Domestic Student Academic Incentive Scholarship Application Form**

Please refer to the following instructions to complete items ① through ⑰ on the form.

* Complete section ⑫ to ⑮ only if applicable. All other sections must be completed.

* Please place a check if applicable in the box for each listed item.

①	Name: Enter your full name, date of birth.	
②	Application Round: Place a check <input checked="" type="checkbox"/> in the appropriate box after consulting “4. Application Periods and Timing of Notification of Application Outcome” on page 3 of this handbook.	
③	Application type: Enter your application type, and place a check <input checked="" type="checkbox"/> in one of the boxes provided: “planning to apply”, “already applied”, or “already accepted”.	
④	College: Place a check <input checked="" type="checkbox"/> in the box for the college you intend to apply for, or you have applied / been accepted for. * If not yet decided, selection can be changed at the time of application.	
⑤	Applicant Address: Enter your (the applicant’s) current address	APU may contact you to confirm some points in your application. Please be sure to enter your e-mail address and mobile telephone number correctly. Please take particular care to distinguish characters that are easily confused, such as “o” (lower-case letter O) and “0” (number zero).
⑥	Guardian’s Address: Enter your (the applicant’s) guardian’s current address	
⑦	Applicant History: Please enter your personal history beginning with admission to senior high school. However, if you studied in a country other than Japan, please enter details of all the schools you attended (including the country of study and any language schools attended) from the elementary school level onwards. If the space provided is insufficient, please attach separate papers as necessary.	
⑧	Non-student Family Members: Enter details of family members who are not currently studying (excluding the applicant him / herself). Please enter both your parents’ names and status even if they are divorced or deceased. Circle to specify whether living in the same home or apart.	
⑨	Students: Enter details of family members who are currently studying (excluding the applicant him / herself)	
⑩	Enter amounts for 2017	
⑪	Circle whichever applies for school expenses, living expenses, and living arrangements after entering university	
⑫ and ⑬	are to be completed only if applicable.	
⑭	If applicable, enter an estimated monthly amount. Also, enclose a document proving that the income earner is living away from home (i.e. a certificate of work location separate from household. There is no prescribed form, but the form provided must be certified by the employer.), and documents proving the expenses associated with that living (e.g. a copy of the residential lease agreement, copies of utility bills for the last three months, etc.).	
⑮	If applicable, state the month and year of the disaster and submit a Disaster Victim Certificate or estimate / invoice for damage incurred.	
⑯	Enter the date on which you completed this form.	
⑰	Sign the form by yourself.	

Domestic Student Academic Incentive Scholarship Application Form

Please use the instructions on page 12 to complete this form.

受付番号*

* For office use only

フリガナ ①Name		②Application Round: <input type="checkbox"/> Round 1 / <input type="checkbox"/> Round 2 / <input type="checkbox"/> Round 3 / <input type="checkbox"/> Round 4							
		③Application Type (Example: Returnee Student B): <input type="checkbox"/> Planning to apply <input type="checkbox"/> Already applied <input type="checkbox"/> Already accepted							
Date of Birth (Y / M / D)		④College: <input type="checkbox"/> College of Asia Pacific Studies <input type="checkbox"/> College of International Management							
⑤ Applicant Address	〒 _____ E-mail: _____ @ _____ Home Phone: () _____ Cell Phone: () _____								
⑥ Guardian's Address	〒 _____ E-mail: _____ @ _____ Home Phone: () _____ Cell Phone: () _____								
⑦ Applicant History	Personal History (include all educational history from senior high school onwards)			Name of school, educational institution, etc. (include country if not in Japan)					
	From (year / month): _____ to (year / month): _____			() _____					
	From (year / month): _____ to (year / month): _____			() _____					
Family and income status	⑧ Non-student family members	Relationship	Name	Age	Current Occupation	Place of employment and position	Circle	* Circle if applicable	
		Father					Living together / Living apart	Living apart for work / Divorced / Deceased	
		Mother					Living together / Living apart	Living apart for work / Divorced / Deceased	
							Living together / Living apart		
							Living together / Living apart		
	Check if applicable	<input type="checkbox"/> If parents are divorced: Child support paid? <input type="checkbox"/> Yes / <input type="checkbox"/> No If "Yes", yearly amount in yen: [] yen * Please submit a family register certificate							
		<input type="checkbox"/> If parent is deceased: Year and month of death: [MM/YY] * Please submit a family register certificate							
		<input type="checkbox"/> If primary household income earner is unemployed, start of period of unemployment (year / month): [MM/YY]							
		Source for living costs if unemployed: [] Yearly amount provided in yen: [] yen							
		<input type="checkbox"/> If the only income is from the applicant, source of income: [] Yearly amount in yen: [] yen							
⑨ Students	Relationship	Name	Age	Names of Schools Attended / Currently Attending		Year of Study	Residence while enrolled		
				<input type="checkbox"/> National <input type="checkbox"/> Public <input type="checkbox"/> Private			<input type="checkbox"/> At home <input type="checkbox"/> Away from home		
				<input type="checkbox"/> National <input type="checkbox"/> Public <input type="checkbox"/> Private			<input type="checkbox"/> At home <input type="checkbox"/> Away from home		
⑩ Extra income	<input type="checkbox"/> Yes <input type="checkbox"/> No								
	Contents	Retirement Allowance	Retirement Lump Sum	Insurance Money	Assets	Forestry Income	Other ()		
	Amount:	yen	yen	yen	yen	yen	yen		
	From year / month:	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY		
⑪ Circle or fill in where applicable	Expected university expenses	<input type="checkbox"/> 1. Paid entirely by family <input type="checkbox"/> 2. Paid mostly by family <input type="checkbox"/> 3. Half paid by family, half by applicant <input type="checkbox"/> 4. Paid mostly by applicant <input type="checkbox"/> 5. Paid entirely by applicant <input type="checkbox"/> 6. Other ()							
	Expected living expenses	<input type="checkbox"/> 1. Paid entirely by family <input type="checkbox"/> 2. Paid mostly by family <input type="checkbox"/> 3. Half paid by family, half by applicant <input type="checkbox"/> 4. Paid mostly by applicant <input type="checkbox"/> 5. Paid entirely by applicant <input type="checkbox"/> 6. Other ()							
	Living arrangements	<input type="checkbox"/> 1. Expect to live at home <input type="checkbox"/> 2. Expect to live in student housing							
Family members with disabilities or requiring long-term care	⑫ Disabilities	Relationship	Type of disability	Possess Disability Certificate?		If the disabled requires long-term care(*)		* If this applies, please submit copies of documents (receipts etc.) proving the amount paid on a routine basis for long-term medical care over the past six months.	
			Mental / Physical	<input type="checkbox"/> Yes (Category:) <input type="checkbox"/> No		Start of period of long-term care (year / month):			
			Other (state):	* If in possession of a disability certificate, please include a copy		Yearly cost of long-term care, in yen:			
	⑬ Long-term care	State of Caregiving(*)							Amount of above not covered by insurance, etc., in yen: yen
		Start of period of long-term care (year / month): MM/YY							
⑭ For household income earners working away from home: cost of separate residence (monthly)		Rent / accommodation	(yen)		⑮ For applicants who have suffered damage from a fire, storm, flood, burglary or other such event within the past 12 months		Date of Damage / Theft (year / month):		
		Utilities	(yen)				Please submit any relevant disaster victim certificates or estimates / invoices for damages, etc.		
		Total	(yen)						

I declare the above information to be true.
To the Ritsumeikan Asia Pacific University Dean of Student Affairs

⑯ Year Month Day ⑰ <Signature> _____

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Form B

Address Form

Please write your name and address in the box to the right and submit this form with your application.

Important Note:

※Please specify an address where you will be able to receive notifications from APU regarding scholarship selection results.

Remove here

IT

Address:

Name:

This line is for office use.
Do not detach this section – submit the entire form intact.

Shape your world



Ritsumeikan
Asia Pacific University

Admissions Office

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