

Pre-Screening of Eligibility for Application

Admissions Office
Ritsumeikan Asia Pacific University

If you are required to undergo a pre-screening of eligibility for application, please follow the instructions given below and request your pre-screening before the official application period begins.

If you have any questions or concerns regarding the pre-screening process, please contact the Admissions Office (telephone 0977-78-1120; e-mail apumate@apu.ac.jp).

1. The Pre-screening System

(1) Individuals who require pre-screening

Those who are applying for transfer admission and are unsure whether or not they fulfill the application eligibility criteria prescribed by APU.

Those who are applying for first year admission and are unsure whether or not they fulfill application eligibility criteria as prescribed by APU, or individuals that will not have reached the age of 18 by the time of enrollment.

2. How and when to apply for pre-screening

Refer to the table on page 2,3 and send required documents by postal mail.

Please affix the Pre-Screening Documents Postage Label on p.8 to the envelope in which you send the documents.

If applying from within Japan: Please go to a Post Office counter and send your documents by 'Simple Registered Express Mail' (速達・簡易書留郵便)

If applying from outside Japan: Please use a method that keeps a record of the sending and delivery process, such as registered mail, DHL, EMS, or FedEx.

When to apply: Your pre-screening documents must be received by APU at least 10 days before the first day of the period for each application type with which you intend to apply.

3. Pre-screening process and notification of outcome

The pre-screening will be conducted using the documents you have submitted. You will be sent a written notification of the outcome of the pre-screening regardless of whether or not your eligibility has been recognized. The notification will be sent roughly two weeks after we receive your documents.

4. Pre-Screening documents

When applying for pre-screening, please refer to (1) and (2) below and submit all applicable documents.

(1) Documents for pre-screening application ('C' = compulsory – must be submitted by all pre-screening candidates; 'D' = discretionary – only needs to be submitted if applicable to your specific case)

Application Type		First Year Admissions
Document		
1	Request for Pre-Screening of Eligibility for Application	C
2	Educational History Sheet	C
3	Academic transcripts (*1)	C
4	Documentation verifying the number of credits required for graduation and other graduation requirements	–
5	Documentation verifying academic degree(s)	–
6	Copy of course/subject registration record	–
7	Certificate of graduation (or prospective graduation)	C
8	Documentation verifying overall number of class hours or credits earned	–
9	Curriculum chart of institution attended	C
10	Country/region specific documents	D
11	Proof of enrollment period	D

*1 For academic transcripts and other official certificates, please endeavor to submit sealed originals, or certified true copies provided by the issuing institution. If you have completed a regular course of

study in less than the standard number of years for completion due to grade skipping or accelerated graduation, but the details (year level, reason, etc.) are not stated on your transcript, please submit a separate document attesting to these details and issued by the institution in question.

*2 The term 'vocational college' in Japan refers to a College of Technology or the specialist course of a vocational school that fulfils the conditions prescribed by the Minister for Education, Culture, Sports, Science and Technology, Government of Japan.

(2) Notes on documents 1 to 11

1 – Request for Pre-Screening of Eligibility for Application (download directly from APU website)

[compulsory for all pre-screening applicants]

Please complete all required fields on the form (download form from link below).

http://www.apumate.net/examination/pdf/pre_02e.pdf

2 – Educational History Sheet (download directly from APU website) [compulsory for all

pre-screening applicants]

Please include an e-mail address to which APU can send any questions that may arise in the course of your pre-screening.

If you are seeking to apply for second or third year transfer, please provide information on the degree or qualification you obtained (or are scheduled to obtain) from the higher education institution you attended, the number of credits required for this degree or qualification, the number of credits you have already earned, and the number that you are currently taking.

Please complete all required fields on the form (download form from link below).

Transfer enrollment applicants:

http://www.apumate.net/examination/pdf/pre_04.pdf

First year enrollment applicants:

http://www.apumate.net/examination/pdf/pre_03.pdf

3 – Academic transcripts [compulsory for all pre-screening applicants]

First year enrollment pre-screening applicants:

Please submit transcripts of academic grades / results for the entire period corresponding to the first to third years of senior high school under the Japanese education system.

*Please include transcripts for any time spent studying in Japanese senior high schools (even if you also completed a three year program at a non-Japanese senior high school).

*If you were only enrolled for a short time and no transcript was issued, please submit documentation that states the period for which you were enrolled.

*If it is not customary to issue transcripts in the country/region in which you received your education, as a substitute please submit reports assessing your scholastic performance at each year level (i.e. school reports consisting of comments from your teachers and indicating the year level to which they pertain).

4 – Documentation verifying academic degree(s) [compulsory only for pre-screening applicants who have received a degree/are expected to receive a degree]

Please submit a document issued by the institution of higher education at which you are/were enrolled that states the name(s) of the academic degree(s) that the institution awards upon graduation or completion. You do not need to submit this document if the degree that was (or will be) awarded and the course in which you are (or were) enrolled is listed on your academic transcripts.

5 – Copy of course/subject registration record [compulsory only for pre-screening applicants who are expected to graduate]

If you intend to apply for transfer entry and are scheduled to graduate or complete your course soon, please provide a copy of a registration record that lists the courses/number of credits which you are currently taking, or a 'statement of course registration'.

6 – Certificate of graduation (or prospective graduation) [compulsory only for pre-screening applicants who are expected to graduate]

First year enrollment pre-screening applicants:

Please submit a document that shows you are expected to graduate from a school which corresponds to senior high school in Japan.

7 – Documentation verifying overall number of class hours or credits earned [compulsory only for pre-screening applicants who have completed/are expected to complete a vocational school program]

Please submit a document issued by the vocational school at which you are/were enrolled that verifies that the specialized course entails a standard completion period of at least two years and that at least 1,700 class hours are required for completion or that at least 62 credits are earned.

8 – Curriculum chart of institution attended [compulsory only for first year enrollment pre-screening applicants]

Please submit a school prospectus or other documentation that states the programs/departments/courses offered by the school at which you are/were enrolled, and their curricula, standard number of years for completion, number of class hours, credit requirements and graduation requirements.

9 – Country/region specific documents [compulsory only for pre-screening applicants who possess scores]

If you have graduated or are scheduled to graduate from a school using an education system of a country/region other than Japan, and have taken an examination normally required for admission to university, please submit a transcript or statement of results for the examination(s) you have taken.

Examples:

Education System/Country	Examinations for which transcript/statement submission is required
Abitur	Abitur
Baccalauréat	Baccalauréat
GCE-A Level	Statement of results for GCE Advanced Level (Local/International)
International Baccalaureate (IB)	Statement of results for IB final examinations in all 6 subjects (Full Diploma if passed) or IB Predicted Grades
United States of America	Test score for either the SAT, ACT, or GED
United Kingdom	Statement of results for GCSE and/or GCE A levels
Australia, Canada	Statement of results for standardized examinations operated by each state/province (for those states/provinces where such examinations are conducted)
Singapore	Statement of results for GCE Ordinary Level and/or GCE Advanced Level
New Zealand	NCEA Level 1, 2, 3

10 – Proof of period of enrollment (download directly from APU website) [compulsory only for pre-screening applicants who wish to use the Returnee Students A application type (for first year enrollment)]

Please submit documents which show your enrollment at schools outside of Japan meets the minimum time required (for application with the Returnee Students A application type). Please note you are only required to show that you have met enrollment criteria. In other words, if your enrollment time at a single/multiple school meets the required enrollment time for schools outside of Japan, you do not need to submit ‘proof of period of enrollment’ from any other additional schools. Proof of enrollment period forms can be produced by schools, or applicants may use the fill-in form below.

<http://www.apumate.net/examination/pdf/zaiseki.pdf>

5. Important notes

(1) Submission of pre-screening documents

- For academic transcripts and other official certificates, please endeavor to submit sealed originals, or certified true copies provided by the issuing institution (please have your SAT or ACT scores sent directly to APU when possible).
- For graduation certificates, diplomas and other documents that cannot be re-issued, please submit copies that you have made by yourself. You will need to submit originals when actually applying for admission to APU.
- Please send all pre-screening documents together in the one package.

- We will not accept applications that do not contain all documentation required for pre-screening. If you have any questions regarding your documentation or if the institution issuing the documents is unable to prepare them in time for the pre-screening deadline, please contact the Admissions Office before you submit your pre-screening request.
- If any of the information you supply is found to be untrue or to involve any dishonesty or fraud, your eligibility for application will be cancelled even if you have already passed the pre-screening.

(2) Assessment of eligibility for application in cases where application conditions include 'language proficiency'

The 'Pre-screening of Eligibility for Application' assesses candidates' eligibility in terms of educational history only. Therefore, individuals deemed eligible at the pre-screening stage will still need to submit proof of language proficiency (language proficiency examination completion certificate, statement of results in a standard public examination, etc.) during the actual application process.

6. Inquiries

Admissions Office, Ritsumeikan Asia Pacific University.

Telephone: 0977-78-1120 Fax: 0977-78-1199 E-mail: apumate@apu.ac.jp

*We accept telephone inquiries between 9:00 a.m. and 5:30 p.m. on weekdays.

Pre-Screening Documents Postage Label

Please print this in color and attach it to the envelope in which you post your documents.

速達・簡易書留郵便

〒874-8577

大分県別府市十文字原1丁目1番

立命館アジア太平洋大学 アドミッションズ・オフィス 宛

Ritsumeikan Asia Pacific University, Admissions Office

1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

Certified mail

<出願資格の事前審査(1回生)書類在中>