

Application Document Checklist

Document	Graduate School of Asia Pacific Studies		Graduate School of Management	
	Master's	Doctoral		
Required Documents for All Applicants				
Graduate School Application Form	<input type="checkbox"/>	✓	✓	✓
Personal Statement	<input type="checkbox"/>	✓	✓	✓
Research Proposal/Study Plan	<input type="checkbox"/>	✓	✓	✓
Certificate of Eligibility/Resident Status Questionnaire	<input type="checkbox"/>	✓	✓	✓
Application Fee Payment Credit Card: Register on the APU Online Application System through the Admissions website. Bank Transfer: Submit a copy of your payment receipt.	<input type="checkbox"/>	✓	✓	✓
University Graduation Certificate(s)/ Certificate of Scheduled Graduation Submission of a certified document is recommended as submitted documents will not be returned.	<input type="checkbox"/>	✓	✓	✓
Academic Transcripts Original or certified document accepted.	<input type="checkbox"/>	✓	✓	✓
Documents Proving English Proficiency Original only.	<input type="checkbox"/>	✓	✓	✓
Two Letters of Recommendation Original only.	<input type="checkbox"/>	✓	✓	✓
Passport Copy Not applicable for Japanese nationals.	<input type="checkbox"/>	✓	✓	✓
Two Identical Photographs 4 cm x 3 cm or 1.57 in x 1.18 in Original only.	<input type="checkbox"/>	✓	✓	✓
Documents for Submission (if applicable)				
APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
Certificate of Residence and Copy of Alien Registration or Resident Card (both sides) Only the original Certificate of Residence will be accepted. Required for domestic and internal applicants who do not have Japanese nationality or permanent resident status in Japan.	<input type="checkbox"/>	✓	✓	✓
Proof of Scholarships Received from Organizations Other than APU Original only.	<input type="checkbox"/>	✓	✓	✓
GMAT® Results or GRE® Results or Certificate of Employment (at least three years) Original only.	<input type="checkbox"/>	Recommended but not Mandatory		✓
List of Research Achievements/Sample Work	<input type="checkbox"/>	IMAT Only	✓	
External Scholarship Eligibility Criteria Checklist	<input type="checkbox"/>	✓		
Additional Required Documents Listed for Each External Scholarship	<input type="checkbox"/>	✓		

MEXT Scholarship (Top Global University Project) applicants may be required to submit additional documents. In this case, APU will contact the applicant directly.

Graduate School Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	受験番号	
<input type="checkbox"/> A ()			

I. Applicant Information

Please fill in 1 to 5 as shown on or will be shown on your passport.

- Family Name in English: _____
- Given Name(s) in English: _____
- Name in Chinese Characters (if applicable): _____
- Date of Birth: _____ Year _____ Month _____ Date
- Gender: Male Female
- Nationality: _____
- Do you or your parents possess any form of Japanese nationality? Yes No
- Native Language: English Japanese Other than English/Japanese
- Email: _____

Please affix a photograph (4 cm x 3 cm or 1.57 in x 1.18 in) taken within the last three months against a white background. No cap or hat is allowed.

Please write clearly as this email address will be used as the primary contact.

For 10 and 11, fill in the information in English if you are applying from outside Japan and in Japanese if you are applying from inside Japan.

- Current Address in English: _____
City/State: _____ Country: _____ Postal Code: _____
Phone: _____ Mobile: _____

- Mailing Address: Same as above

Fill in this information accurately as important documents, such as your screening results, will be sent to this mailing address.

- City/State: _____ Country: _____ Postal Code: _____
Phone: _____ Mobile: _____

- Emergency Contact:

- Relationship with Applicant: Father Mother Other (please specify): _____
Family Name: _____ Given Name (s): _____
Phone: _____
Email: _____

Languages he/she can speak: English Japanese Other (Please specify) _____

II. Program of Study

Please check only **one** box per question.

- Program Commencement: Spring (April) Fall (September)
- Program Choice:

Graduate School of Asia Pacific Studies

Master in Asia Pacific Studies International Relations (IR) Society and Culture (SC)

Master in International Cooperation Policy International Public Administration (IPA) Public Health Management (PHM)

Sustainability Science (SS) Tourism and Hospitality (TH)

Development Economics (DE)

Dual Master's Degree Program (IMAT) (begins in September only)

Doctor of Philosophy in Asia Pacific Studies Asia Pacific Studies
Prescreening must be completed before applying for the doctoral program.

Graduate School of Management

Master of Business Administration (MBA) Accounting and Finance (AF) Marketing and Management (MM)

Innovation and Operations Management (IOM) Japanese Management (JM)
- Scholarship:

Do you wish to apply for the APU Tuition Reduction Scholarship? Yes No

Applied for scholarship(s) offered by other organization (Organization: _____)
- Current University (internal applicants only):

Ritsumeikan Asia Pacific University Ritsumeikan University

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検定料納入方法	<input type="checkbox"/> 海外送金 <input type="checkbox"/> CD (ID: _____)
	<input type="checkbox"/> 国内送金 <input type="checkbox"/> 小切手 (番号: _____)

III. Education History

In chronological order, please list in English all the schools you have attended from elementary school to the most recent or current school you are attending. Nursery, kindergarten and language schools are not to be included.

Institution Name and Country	Language of Instruction	Date Started (yy/mm)	Date Finished (yy/mm)	Course/Award

IV. Employment History/Other Activities

In chronological order, please outline your work, internship, volunteer and other activity history. In the 'Type' column, write the letter W for full-time work or employment, P for part-time work, I for internship, O for volunteer or any other type of activity. If there is insufficient space on this page, please attach additional pages or your resume.

Type	Company Name	Company Address	Date Started (yy/mm)	Date Finished (yy/mm)	Responsibilities

V. Official Test Scores

Please request for the test center to send the score reports directly to APU. The institution code of APU is 2791 and 7116 for GRE®. Photocopies or certified copies of the test score reports will not be accepted.

Test Name	Test Date (month, year)	Test Score	
TOEFL® IBT Test/ TOEFL® PBT Test	_____	_____	Registration Number: _____
IELTS	_____	_____	Test Report Form Number: _____
TOEIC® L&R Test	_____	_____	
PTE Academic	_____	_____	Registration ID: _____
GMAT®	_____	_____	
GRE®	_____	_____	

GSM (MBA) applicants who do not have at least three years of full-time work experience are required to submit either GMAT® or GRE® scores. For GRE applicants, submission of GRE® scores is recommended but not mandatory.

Applicants who meet at least **one** of the following exemption requirements do not have to submit English proficiency test scores. Please check if you are applicable.

- Completed or is scheduled to complete a bachelor's program offered in English/completed at least six years of education from high school or above in English (must attach proof).
- Applicants with nationality from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States.

VI. Application Fee

The application fee is compulsory and applications will not be evaluated without it. It is not refundable. Cash payments will not be accepted.

Payment methods for the application fee are as follows:

- Credit Card APU Online Application System Login ID: _____
- Bank Transfer (overseas) Payment Date: _____ Payer's Name: _____
- Bank Transfer (in Japan) Payment Date: _____ Payer's Name: _____

VII. Student Certification

I certify that all information on this application and on the required documents is complete and accurate to the best of my knowledge. Failure to report all institutions attended will invalidate my application and may result in dismissal if admitted.

I agree to the 'Personal Information Policy' included at the end of this application.

Signature (required)

Date

Name: _____ Nationality: _____

Plagiarism Warning

All written work submitted by applicants will be thoroughly checked for plagiarism. Applicants must write in their own words. Quotations and outside sources must clearly be cited, and references must be included at the end. Otherwise, it will be considered plagiarism. **Evidence of plagiarism will result in the failure of the application.**

GSA Applicants - Research Proposal

Please provide a research proposal. Master's program proposals should be at least two A4 pages of typed/printed text. Doctoral program proposals should be six to ten pages. Please write the research title on this document and then attach your typed proposal to this application.

Rather than answering each point individually, please write one continuous proposal. Your research proposal should address the following:

1. A brief literature review of sources related to your proposed research topic.
2. Specific research questions and objectives of your research, and how they relate to your intended program at APU.
3. The research methodology you intend to use to complete your research.
4. Potential significance of your proposed research.

Research Title: _____

Preferred Research Advisors

GSA applicants (excluding the IMAT program) must choose two faculty advisors from their intended division of study. Please refer to our website to view the faculty list (https://admissions.apu.ac.jp/graduate/academics/gsa_master/faculty/). There are some cases where an advisor may not be available due to Academic Development Leave or other reasons.

For master's program applicants, please choose faculty members marked M or M, D under 'Graduate Advising'. For doctoral program applicants, please choose faculty members marked M, D under 'Graduate Advising'.

		Division (only for GSA master's program)
1	Name	<input type="checkbox"/> IR <input type="checkbox"/> SC <input type="checkbox"/> IPA <input type="checkbox"/> PHM <input type="checkbox"/> SS <input type="checkbox"/> TH <input type="checkbox"/> DE
2	Name	<input type="checkbox"/> IR <input type="checkbox"/> SC <input type="checkbox"/> IPA <input type="checkbox"/> PHM <input type="checkbox"/> SS <input type="checkbox"/> TH <input type="checkbox"/> DE

Program	Division
<i>Asia Pacific Studies</i>	International Relations (IR)
	Society and Culture (SC)
<i>International Cooperation Policy</i>	International Public Administration (IPA)
	Public Health Management (PHM)
	Sustainability Science (SS)
	International Material Flow Management (IMAT)
	Tourism and Hospitality (TH)
	Development Economics (DE)

GSM Applicants - Study Plan

Please provide an outline of your study plans in the MBA program. The plan should be approximately two A4 pages of typed/printed text. Please write the topic name of your plan on this document and then attach your typed plan to this application.

Rather than answering each point individually, please write one continuous plan. Your study plan should address the following:

1. Your proposed area of specialization and course of study. Please refer to the Graduate School Prospectus, website, etc. for curriculum and syllabus details.
2. The relationship between your university studies, career to date, future career path and current business or work-related activities in your intended area of specialization.
3. Management issues/interests related to your university studies and/or working experience that you would like to study about in the MBA program.

Topic: _____

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受験番号	
会場名	

International Students Certificate of Eligibility/Resident Status Questionnaire

I. Applicant Information

1. Family Name: _____ Given Name(s): _____
2. Current Status: Student Name of School: _____
 Employed (excluding part-time jobs) Name of Company: _____
 Other (please specify): _____

II. Immigration-Related Issues

You must fill in the following information. If you have entered Japan previously and applied for a 'Certificate of Eligibility for Status of Residence', please fill in this information even if your 'Certificate of Eligibility for Status of Residence' was not accepted or you did not enter Japan. You must submit photocopies of all passport pages with immigration stamps showing arrivals into and departures from Japan.

3. Have you previously entered Japan? No Yes, number of times: _____

If your answer to question 3 is 'Yes', please fill in the following information for your most recent entry into Japan.

Date of Entry (yy/mm/dd): _____ Date of Departure (yy/mm/dd): _____

4. Have you ever applied for a 'Certificate of Eligibility for Status of Residence' in Japan? No Yes, number of times: _____

If your answer to question 4 is 'Yes', please fill in the following information for your most recent application for a 'Certificate of Eligibility for Status of Residence'.

Application Date (yy/mm/dd): _____ Place of Application: _____

Applied Status: Pre-College Student Dependent Temporary Permanent Resident
 Long-Term Resident Other

Issued/Denied: Date of Issue (yy/mm/dd): _____ Denied

III. Financial Information

5. Relationship with Financial Sponsor: Father Mother Other (please specify): _____

Please fill in the following information about your financial sponsor.

Family Name: _____ Occupation: _____

Given Name(s): _____ Company Name: _____

Home Address: _____ Job Title: _____

Home Phone: _____ Company Address (city/country): _____

Company Phone: _____

Letter of Recommendation 1 (To be completed by a university instructor)

Applicant's Name in English

Family Name: _____ Given Name(s): _____

For the Recommender

Thank you for your cooperation in providing a recommendation for the above applicant to the Ritsumeikan Asia Pacific University Graduate School. Please answer the following questions in as much detail as possible. Please print clearly if writing by hand.

If there is insufficient space below, please attach a separate sheet.

You may either return this document to the applicant in a sealed envelope or mail it to us.

By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University

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

By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

Please describe the applicant's character strengths and also the areas in which they need to improve.

How do you think the applicant will benefit from studying at APU?

Please describe an area that you think the applicant should improve upon academically or professionally while at APU.

Letter of Recommendation 1 (continued)

Please provide an evaluation of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual Ability						
Analytical Ability						
Judgment						
Maturity						
Motivation						
Flexibility						
Ability to Work With Others						
Oral Communication						
Written Communication						
Future Potential						

Other Comments:

Please fill in the following information as we may contact you if there are any unclear statements.

Name of Recommender: _____

Occupation: _____

Name of Institution: _____

Job Title: _____

Email: _____

Phone: _____

_____ Signature	_____ Date (yy/mm/dd)
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Letter of Recommendation 2

(To be completed by a university instructor, employer or non-relative who knows you on a professional/academic level)

Applicant's Name in English

Family Name: _____ Given Name(s): _____

For the Recommender

Thank you for your cooperation in providing a recommendation for the above applicant to the Ritsumeikan Asia Pacific University Graduate School. Please answer the following questions in as much detail as possible. Please print clearly if writing by hand.

If there is insufficient space below, please attach a separate sheet.

You may either return this document to the applicant in a sealed envelope or mail it to us.

By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University

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

By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

Please describe the applicant's character strengths and also the areas in which they need to improve.

How do you think the applicant will benefit from studying at APU?

Please describe an area that you think the applicant should improve upon academically or professionally while at APU.

Letter of Recommendation 2 (continued)

Please provide an evaluation of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual Ability						
Analytical Ability						
Judgment						
Maturity						
Motivation						
Flexibility						
Ability to Work With Others						
Oral Communication						
Written Communication						
Future Potential						

Other Comments:

Please fill in the following information as we may contact you if there are any unclear statements.

Name of Recommender: _____

Occupation: _____

Name of Institution: _____

Job Title: _____

Email: _____

Phone: _____

_____ Signature	_____ Date (yy/mm/dd)
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2018 External Scholarships for APU Graduate Schools

Eligibility Criteria Checklist

Applicants must meet all of the following criteria for their application to be reviewed. Please complete the following checklist first and if you are eligible, submit this form along with the required application documents. If any of the boxes are left unchecked, APU will not consider you for the scholarship. If you are eligible and would like to apply for multiple scholarships, please fill in the appropriate checklists.

Applicants who are selected by APU will be recommended to the appropriate scholarship organizations. Final decisions regarding scholarship awards will be made by the scholarship organizations.

Applicant Information		
1. Full Name:		
	<i>Last (Surname)</i>	<i>First</i>
2. Email Address:		<i>Middle</i>

I. For all external scholarships applicants:

- I meet the applicant eligibility requirements listed in the Application Handbook.
- I have exceptional academic ability (ideally a cumulative GPA of 3.0 out of 4.0 or the equivalent of a score of 75% or higher).
- I am in good health, as certified by a medical doctor, with respect to the capacity to be a productive scholar for the duration of the master's program.

II. MEXT Scholarship (Top Global University Project):

- I am applying for one of APU's GSA master's programs (excluding IMAT) or MBA program.
- I do not have Japanese nationality and am a national of a country that has diplomatic relations with Japan.
- I am born on or after April 2, 1983.
- I am not applying for this scholarship at any other university.
- I am not serving on active military duty or am not a civilian employed by the military.

___ I have answered "yes" to all of I. and II. ___ No, I do not qualify for this scholarship.

III. Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP):

- I am applying for one of APU's GSA master's programs (excluding IMAT).
- I am a national of a World Bank member country, and am not currently residing in a developed country for a period longer than one year.
- I am not a dual citizen of any industrialized country.
- I am not an executive director and/or staff of the World Bank Group, nor a consultant, relative or in-law of the aforementioned.
- I hold a Bachelor (or equivalent) degree earned at least 3 years prior to the Application Deadline date.
- I am currently employed in a paid and full time position at the time of application.
- At the time of application, I have at least three but no more than 20 years of full-time paid work experience in development-related work in my home country or another developing country after obtaining a bachelor's or equivalent university degree.

___ I have answered "yes" to all of I. and III. ___ No, I do not qualify for this scholarship.

IV. Asian Development Bank-Japan Scholarship Program (ADB-JSP):

- I am applying for one of APU's GSA master's programs (excluding IMAT).
- I am a citizen of an ADB developing member country, and am not currently living or working outside my home country.
- I have at least two years of full-time work experience after obtaining a bachelor's degree.
- I am presently not more than 35 years of age.
- I have not previously studied abroad.
- I presently do not possess a master's degree and will not obtain one prior to enrollment at APU.
- I am not an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned.
- My family's income is not more than 50,000 USD/year and my individual income is not more than 25,000 USD/year.
- I agree to work in my home country after completion of studies under the Program.
- I am not applying for this scholarship at any other university.

___ I have answered "yes" to all of I. and IV. ___ No, I do not qualify for this scholarship.

I certify that all of the information provided above is correct.

This form is to be submitted along with the 2018 APU Graduate School Application Form and required documents.

Date: _____

Signature: _____

