



|             |  |                    |  |
|-------------|--|--------------------|--|
| <b>Name</b> |  | <b>Nationality</b> |  |
|-------------|--|--------------------|--|

## Application Document Checklist

\* When you submit your documents please make sure to put the checklist on the top.  
Please mark the method of submission you chose with a checkmark .

### I. Application Categories

#### First Year Student Application

- (i) Applicants who possess language proficiency test scores  **A** + **B** (+ **D**)
- (ii) Applicants who do not possess language proficiency test scores  **A** + **C** (+ **D**)
- (iii) Applicants who are native speakers of English or Japanese  **A** only (+ **D**)
- (iv) Applicants residing in Japan  **A** + **B** (+ **D**)

#### Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents.  **A** + **E** (+ **B**, **C**, **D**) applicable forms only

### II. Application Document Checklist

| Documents  | Method of Submission |
|--|----------------------|
| <b>[O]</b> = Can be submitted online <b>[P]</b> = Send by post <b>[F]</b> = Fillable PDF forms can be downloaded from the admissions website.<br>In some cases, applicants can choose between <b>[O]</b> or <b>[P]</b> , but we recommend applicants to choose <b>[O]</b><br>Please refer to the Admissions Handbook for detailed information. |                      |

#### **A** Required Application for All Applicants

|  | <b>O</b><br>Can be submitted online | <b>P</b><br>Send by post |
|--|-------------------------------------|--------------------------|
| 1. Undergraduate Application Form p.1 ~ 3 <b>[F]</b> (Please sign on page 3 of the application form)   | <input type="checkbox"/>            | <input type="checkbox"/> |
| 2. Application Essay p.5, 6 <b>[F]</b>   | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3. Certificate of Eligibility / Resident Status Questionnaire p.7 <b>[F]</b>   | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4. Application fee payment<br>• Credit card: Must register on the APU Online Application System through the admissions website<br>• Bank transfer: Send in proof of payment                                      | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5. Academic transcripts for most recent 3 years <b>Original or Certified Document</b><br>(if you are currently in high school, the most recent 2-2.5 years are acceptable) <b>Original or Certified Document</b> |                                     | <input type="checkbox"/> |
| 6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them) <b>Original or Certified Document</b>                        |                                     | <input type="checkbox"/> |
| 7. Letter of Recommendation p.9, 10 <b>[F]</b> <b>Original ONLY</b>  |                                     | <input type="checkbox"/> |
| 8. Passport copy (if available)  |                                     | <input type="checkbox"/> |
| 9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)  |                                     | <input type="checkbox"/> |
| 10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese resident status ONLY)   |                                     | <input type="checkbox"/> |
| 11. Checklist (This form: When you submit your documents, please make sure to put this checklist on the top.)  |                                     | <input type="checkbox"/> |

#### **B** Language Proficiency Test Scores

|  |  |                          |
|--|--|--------------------------|
| 1. English-basis students: TOEFL® (iBT) Test / TOEFL® (PBT) Test / IELTS® L&R Test / The EIKEN Test in Practical English Proficiency / PTE Academic <b>Original ONLY</b> |  | <input type="checkbox"/> |
| 2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section) <b>Original ONLY</b>  |  | <input type="checkbox"/> |

\* International applicants residing in Japan **MUST** submit an official English or Japanese test score.

#### **C** Language Proficiency Forms

|   |  |                          |
|---|--|--------------------------|
| English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 <b>[F]</b> <b>Original ONLY</b> |  | <input type="checkbox"/> |
|---|--|--------------------------|

\* International applicants residing in Japan may not use this form.

#### **D** Additional Documents for Submission (If Applicable)

|   |                          |                          |
|---|--------------------------|--------------------------|
| 1. APU Tuition Reduction Scholarship Application p.13 <b>[F]</b>            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Extracurricular Activities Report p.15, 16 <b>[F]</b>                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Document(s) to prove participation in extracurricular activities         |                          | <input type="checkbox"/> |
| 4. Certification of scholarships received from organizations other than APU |                          | <input type="checkbox"/> |

#### **E** Transfer Student Application

|   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Transfer Student Academic Status p.17 <b>[F]</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. List of classes currently attending  |                          | <input type="checkbox"/> |
| 3. Credit requirements for graduation<br>(e.g. student handbook or school website that provides the relevant information)   |                          | <input type="checkbox"/> |
| 4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's) <b>Original or Certified Document</b> |                          | <input type="checkbox"/> |

\* If you have graduated from a higher educational institution (e.g. university), item 2 and 3 are not required.

#### \* Certified Document

A certified document is one that has been marked with a stamp or seal by the issuing institution (preferred) or a notary public as being equivalent to the original.

Application handbooks and application forms are also available for download from the admissions website (<https://admissions.apu.ac.jp>).