APPLICATION CHECKLIST
Ritsumeikan Asia Pacific University (APU)

Please return the following documents to the UB Study Abroad Programs office prior to the application deadline of March 15:

- UB application form
- Study Statement, signed by your academic advisor
- Foreign Language Proficiency form
- 2 Academic Recommendations
- Official UB transcript (and previous institution(s) if you are a transfer student)
- Copy of your passport
- APU Exchange Application Checklist
  Included to assist you with completing the APU portion of this study abroad application.
- APU Student Exchange Program Application. Please access at:
  Application includes:
  1.) Student Exchange Application Form
    Please type, print, and sign.
  2.) Study Abroad Financial Support Plan
    Please provide documents (i.e. bank statements, loan/scholarship letters) that prove your ability to cover the expenses for your full period of study at APU.
  3.) Statement of Financial Support
  4.) AP House Application
- Japanese language proficiency form
- JASSO Scholarship Application Form
  Please note that page 2 will be completed by the UB Study Abroad office on your behalf.
- Certificate of Enrollment for JASSO Scholarship
  This letter will be prepared by UB Study Abroad Programs on your behalf.
- Application for Certificate of Eligibility (CoE)
  Please access the form (prepared in a Word Excel Spreadsheet) via this link:
  http://www.apu.ac.jp/academic/page/content0166.html
  There are multiple examples for your reference at the link above.
- Confirmation for CoE application by proxy
- 3 identical custom-size photos (must be 4cm X 3cm)
  Photos must be taken within the last 3 months. UB Study Abroad Programs can assist you with locations where custom photos can be taken. Print your first and last name on the back of each photo.
### Application Information

**Name:** 

Last    First     Middle

**UB Study Abroad Program:**

<table>
<thead>
<tr>
<th>Program/University</th>
<th>City</th>
<th>Country</th>
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</table>

Please list any other programs you are applying for:

<table>
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<th>City</th>
<th>Country</th>
<th>Administering SUNY Campus</th>
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</tbody>
</table>

**Term of Study for which you are applying:**

(check the box and include the year next to the appropriate term, e.g. Fall 2012)

- [ ] Fall   [ ] Spring   [ ] Year   [ ] Summer   [ ] Intersession   [ ] Other: _______________________

**How did you learn about this program?**

### Personal Information

**Date of Birth:** / /  

**Place of Birth:**  

**Gender:**  

- [ ] Male   [ ] Female

**Passport #:**  

**Passport Expiration Date:**  

- [ ] No   [ ] Yes

**Country of Citizenship:**  

**Visa Status (if not US citizen):**

**Home Campus:**  

**Campus Student ID #:**

### Local Mailing Address:

**Street Address**  

**Apt #**  

**City**  

**State**  

**Zip Code**

**Current Telephone:** ( )

**Permanent/Home Telephone:** ( )

**Campus Email Address (use block letters):**

**Alternate Email Address (use block letters):**

**My local address can be used until:** / /  

- [ ] No   [ ] Yes

Please notify us of any changes in your contact information.

### Academic Information

**Current Standing:**  

- [ ] Freshman   [ ] Sophomore   [ ] Junior   [ ] Senior   [ ] Master   [ ] PhD   [ ] Other: ______________

**Major(s):**

**Minor(s):**

**Academic Advisor:**

**Expected date of graduation:**

**GPA: Major**

**Cumulative**

**Degree Credits: Completed**

**Currently Enrolled**
Your Name     UB Study Abroad Program     Term of Study

**Academic Background**

Please list below any other colleges or universities you have attended.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Dates of Attendance</th>
<th>Credits</th>
<th>Degrees/Certificates Received</th>
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</table>

Please list below any courses you have taken (including language) that have prepared you for this program.

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<thead>
<tr>
<th>Course Title</th>
<th>High School or College?</th>
<th>Credits</th>
<th>Grade Received</th>
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**Contact Information**

**Person to contact in case of emergency:**

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<thead>
<tr>
<th>Name</th>
<th>Relationship to you</th>
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<td>Apt Number</td>
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<td>City/State</td>
<td>Country (if not US)</td>
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<td>Zip/Postal Code</td>
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<td>Home Phone</td>
<td>Cell Phone</td>
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<tr>
<td>Email Address: (use block letters)</td>
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**Parent or Guardian (if under 21):**

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<th>Name</th>
<th>Relationship to you</th>
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**Financial Information**

To assist you with financial planning for study abroad, please indicate the estimated amounts you expect to have available from the following sources:

- Financial Aid: $_______
- Grants/Scholarships: $_______
- Loans: $_______
- Family Assistance: $_______
- Savings: $_______

Other Sources (please describe):__________________________________________________________

**Student Declaration**

I certify that all information on this application form is true to the best of my knowledge.

Student's Signature         Date

**Home Campus Study Abroad Signature (for students from other SUNY campuses)**

I am aware that this student is applying to the University at Buffalo study abroad program(s) listed on page 1.

<table>
<thead>
<tr>
<th>Name of Campus Study Abroad Contact</th>
<th>Title</th>
<th>Office</th>
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</table>

Signature     Date     SUNY Campus
Study Statement

Student Information

Name: ___________________________ Campus Student ID #: ___________________

Last    First    MI

UB Study Abroad Program:

Program/University     City/Country     Term of Study

I confirm that the information in my Study Statement is true to the best of my knowledge and that I have discussed my proposed study abroad program with my academic advisor.

Student Signature: ___________________________ Date: ___________________________

Study Statement

Please write a Study Statement in essay format. It should be typed on separate pages and attached to this form. The maximum length is two typed pages.

Your Study Statement should include:

- Your academic reasons for selecting this program.
- How this study abroad program fits with your academic program and your overall academic goals. You may also include how this program will benefit your personal and professional development.
- Any prior experience with studying, traveling, or living in another country.
- Any additional information that may be helpful in evaluating your candidacy for study abroad.

When complete, review the Study Statement with your academic advisor and ask him/her to complete the Academic Advisor Approval section of this form. Then submit this form and your typed statement to the UB Study Abroad office with the rest of your application.

Academic Advisor Approval

To the Academic Advisor: Please discuss this proposed study abroad program with your advisee and how it will complement his or her academic program. If you approve of this study abroad application, please indicate your approval with your signature below. We recommend keeping a copy of this signed form for the student’s file.

I confirm that I have discussed this proposed study abroad program with this student and approve of his/her application for study abroad.

Name of Academic Advisor   Title     Department

Signature     Date     Institution (if not UB)

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912 • Fax: 716 645 6197 • studyabroad@buffalo.edu • www.buffalo.edu/studyabroad
To the Student:
Complete the section below and ask your current language professor/instructor (or the person who has most recently taught you) to complete the rest. The form should be returned to you in a sealed envelope with the professor’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

Student Name: ___________________________ Language of Study: ___________________________
Last First MI

UB Study Abroad Program: ___________________________ Program/University __________________________________________ City/Country __________________________________________ Term of Study ____________

1. I will have completed the required foreign language coursework prior to the start of the program through: ______ Coursework OR ______ Equivalent preparation (please explain): _______

2. During my study abroad program, I will take (select all that apply)
   ______ language courses at the level of: __________ beginner ______ intermediate ______ advanced
   ______ courses in the host country language designed for international students
   ______ regular university courses taught in the host country language

3. Estimate your proficiency in the language required for this program:

<table>
<thead>
<tr>
<th>Language Skills</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>No Ability</th>
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<tr>
<td>Speaking</td>
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<td>Listening Comprehension</td>
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<td>Reading</td>
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<td>Writing</td>
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</table>

I waive my right to access this reference completed by ___________________________ ______ □ Yes □ No

Student Signature: ___________________________ Date: ___________________________

To the Reference:
Please provide your assessment of this student’s language abilities. You may complete the assessment questions below and/or attach a separate letter. Please return the completed form to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student? ___________________________

<table>
<thead>
<tr>
<th>Language Skills</th>
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<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
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<td>Understanding lectures</td>
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<td>Conversation</td>
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Please refer to Question 3 in the student section above and rate the student’s readiness for such coursework. The applicant: _______ should have no difficulty on this program.
    _______ should be able to manage adequately after a short period of adjustment abroad.
    _______ should be able to manage adequately after some additional formal language study.
    _______ appears to require considerable study before the necessary competence could be achieved.

Please add any comments to assist with the evaluation of this student’s candidacy for study abroad.

Evaluator’s Name: ___________________________ Title: ___________________________ Department: ___________________________
Signature: ___________________________ Date: ___________________________ Institution (if not UB): ___________________________
Academic Recommendation

Student Name: ___________________________ Campus Student ID #: _______________________
Last   First          MI

UB Study Abroad Program: ____________________________
Program/University        City/Country       Term of Study

I waive my right to access this reference completed by ____________________________  □ Yes  □ No
Name of Reference

Student Signature: ___________________________ Date: ___________________________

To the Student:

Please give this to a home campus faculty member who has taught you and is able to comment on your academic qualifications for study abroad. You should ask for the recommendation to be returned to you in a sealed envelope with the reference’s signature across the seal. Submit it to the UB Study Abroad office with the rest of your application.

To the Reference:

Please provide your assessment of this student’s candidacy for study abroad to the best of your knowledge. You may complete the assessment questions below and/or attach a separate letter. Please return the recommendation to the student in a sealed envelope with your signature across the seal.

How long and in what capacity have you known the student?

<table>
<thead>
<tr>
<th>Academic attributes</th>
<th>Excellent</th>
<th>Very Good</th>
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<th>Fair</th>
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<th>No Evaluation</th>
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<td>Capacity for independent study</td>
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<td>Ability to adapt to new situations</td>
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Please state your opinion of this candidate's ability to participate and succeed in the proposed study abroad program, weighing both strong and weak points.

Name of Reference                Title              Department
Signature                        Date               Institution (if not UB)

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912 • Fax: 716 645 6197 • studyabroad@buffalo.edu • www.buffalo.edu/studyabroad
Academic Recommendation

Student Name: ____________________________  Campus Student ID #: ____________________________

UB Study Abroad Program: ____________________________

I waive my right to access this reference completed by ____________________________  □ Yes  □ No

Name of Reference: ____________________________

Student Signature: ____________________________  Date: ____________________________

To the Student:

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Title: ____________________________  Department: ____________________________

Signature: ____________________________  Date: ____________________________  Institution (if not UB): ____________________________

Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260
Tel: 716 645 3912 • Fax: 716 645 6197 • studyabroad@buffalo.edu • www.buffalo.edu/studyabroad
APU Student Exchange Application Checklist

Name:
Home University:

(1) I am submitting the following Application Documents:
- ☐ Application Form A
  - ☐ I chose the College of Asia Pacific Studies or the College of International Management on page 0.
- ☐ Application Form B or C (if applicable - for non-native English students only)
- ☐ Certificate of Eligibility (COE) application
- ☐ Certificate of University Enrollment (proof of enrollment at your home university at the time of application)
- ☐ Official Academic Transcripts (attach a grade scale sheet)
- ☐ Valid Passport Copy

------------------------------------------------------------------------------------------------------------------------------------------------
- ☐ Proof of funds (bank balance statement or scholarship/financial aid letter)
  - ☐ I have at least 500,000 yen (for one semester) or 1,000,000 yen (for one year).

------------------------------------------------------------------------------------------------------------------------------------------------
- ☐ Three passport-sized original (not soft copy) photographs (4cm x 3cm OR 1.6 in x 1.2 in)
  - ☐ I am not wearing eye glasses or anything covering my face in my photos.

------------------------------------------------------------------------------------------------------------------------------------------------
- ☐ JASSO application form (if applicable)
  - ☐ JASSO Recommendation (Signed by the Exchange Program Coordinator at my university).

(2) AP House Fees
A bill for AP House fees (for the entire semester or year) will be sent with your Acceptance Letter and Package. Payment will be required before arrival at APU and you will be notified of the payment deadline in the bill.

(3) APU Buddy:
If accepted to the program, all study abroad/exchange students can be paired with an “APU Buddy” (Japanese or International student). The buddies will help you navigate your new life at APU and Beppu, help expand your network at APU as well as assist you in finding the information and resources you need for a smooth transition and adjustment to Japanese as well as “APU” culture.

Do you wish to be paired with an APU Buddy?
- ☐ Yes
- ☐ No