

Applying for Reinstatement

Student Office

1. Reinstatement

- 1) If you wish to return to your studies at APU, you will need to apply for **reinstatement**. If you do not apply for reinstatement or extension of your leave of absence, you will be **automatically withdrawn** from the University at the end of your leave of absence.
- 2) Send the required documents to the address listed below. The documents must arrive **no later** than the deadline below.

Application Deadlines

If you are returning in the:	Your deadline is:
Spring semester	February 15
Fall semester	August 5

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

- 3) Your Curriculum may change depending on when you return to APU. The courses or credits you need to graduate may change. Check with the Academic Office homepage for more detailed information.

Phone: 0977-78-1122

Email: acsubmit@apu.ac.jp

2. Application Procedures

- 1) Submit all required documents.

<i>Request to Reinstatement</i> application form	Permission slip from financial sponsor
Student Health Questionnaire	For regarding your health as a reference for APU
Medical Certificate (English or Japanese)	If your leave of absence was for medical reasons, you must provide a medical certificate from your doctor.
An address label or EMS label	The results of your application will be sent to this address.

- 2) The University will review the application and other documents you submit.
- 3) Results will be sent by postal mail to the address you indicate in your application.

3. If permission to reinstate is granted:

- 1) **Update your addresses** on Campusmate.
- 2) Your tuition invoice will be mailed to the billing address you have registered in Campusmate in early April or early October. Check your invoice and pay your tuition before the deadline.
- 3) Information about course registration is published on the **Academic Office** homepage. Review this information, and register for classes during your assigned registration period.
- 4) Contact the Creotech APU Office if you have any questions about housing.
Phone: 0977-78-1158 Email: creotech@apu.ac.jp

- **Important information may be sent to you by APU campus terminal or to your APU email address, so check these on a regular basis!**

If you have any questions about leave of absence or the reinstatement application process, contact the student status manager in the Student Office.

Ritsumeikan Asia Pacific University Student Office, Student Status Manager
1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan

Email: apustu1@apu.ac.jp