

<Extension of a Leave of Absence>

Payment methods for Application Fee & Matriculation Fee

Necessary amount

Application, adjudication fee : 15,000 JPY

Matriculation fee : 5,000 JPY / semester

Please pay above fees by either method shown below (other payment methods can NOT be accepted).

Payment deadline

- Leave of absence commencing from spring semester: **previous year December 31st**
- Leave of absence commencing from fall semester: **June 30th**

Payment methods

① **Pay by "Credit Cards" (Recommendation)** : For credit card payments, please refer to URL below

【URL】 <http://e-apply.jp/e/apu-payment/>

② **Pay by "Certificate Stamp"** : A proxy (ex. your friend) may submit the certificate stamp of necessary amount to APU Student Office. The certificate stamp can be issued at the Automatic Certificate Dispenser at APU.

③ **Pay by "Overseas Remittance"** : In addition to the above fees, you should cover all commissions. APU will proceed with processing your application after confirming the remittance. Please check how much commissions will be required at your bank.

(Important Notes)

1. Service charges from banks in both your country and Japan are NOT included in the amount of payment above. APU is not responsible for these extra charges, so please pay them in addition.
2. All service charges are to be paid by the applicant. Payment will be considered incomplete if the service charges are borne by APU, and these charges will be deducted from the paid amount.
3. When remitting fees, please be sure to write your name and student ID number on a remittance slip.
4. **After you remit the fees, please fax or E-mail the remittance slip to the Student Office.**

Fax: +81-977-78-1125

E-mail: apustu1@apu.ac.jp

(Bank Account Information) Please remit all fees to the following bank account:

*Name of Bank: Sumitomo Mitsui Banking Corporation, Oita Branch, Ordinary Deposit

*Account No.: 1001659

*Name of Account Holder: RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST

*SWIFT CODE : SMBCJPJT

Contact information

Student Status Section, Student Office, Ritsumeikan Asia Pacific University

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

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