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About tuition payments in general		
No	Question	Answer
1	I want to know the tuition amount.	<p>Tuition fees for undergraduate students can be found at the following university website: https://en.apu.ac.jp/home/life/content9/</p> <p>Tuition fees for graduate students can be found at the following university website: https://en.apu.ac.jp/home/life/content32/</p> <p>You can also check your tuition payment amount on the Campusmate website for students. Log in to Campusmate to view and print out a PDF of your payment invoice or a JP Bank withdrawal information notice.</p> <p>* Please note that notices will be posted on Campusmate only after the start of each semester, when they are ready to be sent out</p>
2	I want to know how to pay my tuition.	<p>You can choose from the following payment methods:</p> <p>(1) Automatic payment using a JP Bank account; (2) Bank transfer at a bank branch using a payment invoice; or (3) Payment from overseas through APU's partner company Convera (for those paying from overseas).</p>

3	I want to know when the tuition payment is due.	<p>Payment is due by May 31 for the spring semester and by November 30 for the fall semester. *Payment deadline extensions will no longer be permitted.</p> <p>*In the event that the payment deadline falls on a day that financial institutions are not open, the deadline will be the next working day.</p>
4	I want to make a payment after the due date.	Payment cannot be accepted later than the due date.
5	I want to pay tuition fees from overseas.	Please use the services of Convera, our University partner (for those paying from overseas). International students will be notified by email at the start of each semester when the tuition notice is ready, and can proceed from there.
6	I want to know the University's account information for overseas remittance.	<p>For payments from overseas, please use the service of Convera, the University's partner company, which allows you to track your payment. All international students will be notified via their APU email address when the tuition notice is ready, and payment can be made following the instructions in the email (approx. mid-April and mid-October).</p> <p>*Please note that if you send money directly overseas without using Convera's service, you will be required to send an amount sufficient to cover any bank transfer fees as well as the full amount of tuition. In the past, there have been many cases where the deduction of bank transfer fees meant that more money needed to be transferred again. Even a partial non-payment of tuition fees may result in expulsion from the school. Please be aware of this at your own risk.</p>
7	I want to know about Convera email announcements from the University	<p>International students will be notified by e-mail in mid-April and early-October after the start of each semester, so please be sure to check your APU e-mail address at that time.</p> <p><Delivered from: info-apu@apu.ac.jp></p>

8	I want to know how to use Convera or change currencies.	Since the University is unable to confirm the status of procedures using Convera, please contact the Convera contact center for any operational questions. https://convera.com/students/faq/
9	What should I do if the validity period of my Convera application number runs out?	The application number (EJPxx) is valid for three days; if three days have passed, please go to the procedure site and start the application again from the beginning to obtain a new procedure number (EJPxx). If the problem persists, please contact the Convera customer service center. https://students.convera.com/#!/contact-us
10	I would like to know about the fees for Convera and international money transfers.	As bank transfer fees differ depending on each bank, we cannot provide information on this. Please contact your bank for more information.

11	I want to know how to do a bank transfer in Japan using an ATM or Internet banking. (*Japanese financial institutions)	<p>The reference number printed on the payment invoice sent by the University is used to confirm your tuition payment. When transferring money from an ATM, if the reference number is not entered correctly, the University may not be able to identify the remitter. For this reason, this method is not recommended.</p> <p>However, if you need to make a transfer through an ATM or internet banking, please make certain to enter the reference number as written on the bank payment invoice (12-digit number). Additionally, payments can still be accepted even if the name of the payer is different from the name of the student.</p> <p>*If you sent your transfer without the Reference Number, please advise us via adgaku@apu.ac.jp, and include your name and student number in the email.</p>
12	Can I use credit cards for tuition payment? (*current students)	The option to pay via credit card using the University's partner company Convera became available from Spring Semester 2024 (credit cards issued outside of Japan only).
13	Is it possible to pay the tuition fee by automatic debit?	Yes, automatic payments can be made from your JP Bank account. Please note that we do not accept payments from other financial institutions.
14	Can I just take the payment invoice to a bank in Japan?	Yes, you can use this service at any bank counter except JP Bank. When making the payment from JP Bank, please use the JP Bank's designated transfer form. Please note that Sumitomo Mitsui Banking Corporation has agreed to waive transfer fees between its head office and branches.

15	Is the payer's address on the payment invoice the address of the person making the payment or the address of the student?	Please fill out the address and contact telephone number of the person making the transfer (*unless instructed otherwise by the financial institution).
16	I lost my payment invoice or JP Bank automatic transfer notice and would like a new one issued.	Students can get their own invoice on the Campusmate website. Please log in to the " Campusmate " My Page to check. Please note that invoices can only be downloaded once they have been prepared following the start of the semester.
17	I want to know how to obtain a payment invoice or a JP Bank automatic transfer notice.	In addition to receiving mail from the University, you can also download your own invoice on the Campusmate website. Please log in to the " Campusmate " My Page to find your information. Please note that invoices can only be downloaded once they have been prepared following the start of the semester.

18	I would like to know my mailing address for tuition payment information.	Tuition payment information is sent to the address registered as their mailing address for payment-related documents, which can be checked on the Campusmate website.
19	I want to change my mailing address for tuition payment information.	Students can change their mailing address on the Campusmate website. Please note that the University will not be able to make any changes due to privacy concerns.
20	I forgot to write my name when I transferred the money.	Please send us a photo of the money transfer certificate you received from your bank for verification. Contact email: adgaku@apu.ac.jp
21	What should I do if I sent a bank transfer to the wrong bank account?	If you have accidentally transferred funds to another account, we recommend that you contact the recipient as soon as possible. The University will not know the details.
22	I want to pay in installments.	Tuition cannot be paid in installments. Please pay your notified tuition amounts A and B in one lump sum.

23	How do I remit the shortfall amount?	<p>Please transfer directly to the University. The bank account details are as follows:</p> <p>Sumitomo Mitsui Banking Corporation, Oita Branch (721), Savings Account 1001659 Name: Ritsumeikan Asia Pacific University, The Ritsumeikan Trust</p>
24	What happens if I made an overpayment?	The excess amount will be applied to the next tuition payment and a payment notice issued reflecting the overpaid amount, in accordance with the University's tuition regulations.
25	I'd like to get confirmation of receipt of payment.	For international students, after the actual payment procedure is completed and the University confirms the payment in Japan, the payment status will be changed to "Paid" on the "My Account" page, which can be confirmed by logging into your account. For domestic students, please confirm by checking your bank transfer receipt or bank book. Also please note that it may take up to one week for your payment status to be updated after the University confirms your payment.
26	I would like to have a receipt issued after paying the tuition.	<p>For international students, once the payment has been confirmed by the University, a tuition payment receipt for the semester's paid amount can be issued online (for domestic students, please check your bankbook or bank statement). After making payment, please click the link in the tuition payment information email sent from info-apu@apu.ac.jp to issue a receipt. Please note that it may take approximately one week after making payment for the University to confirm the payment and for the payment status to be updated on the website. Please also note that it is only possible to issue a receipt for tuition paid from AY2020 and onward.</p> <p>If you need an official "Certificate of Tuition Payment" (200 yen per copy), please complete the application procedures outlined on the website below:</p> <p>https://en.apu.ac.jp/home/life/content62/</p>

27	I want to know about scholarships.	There are various types of scholarships available, so please refer to the University website. Applications can be made at the Student Office. https://en.apu.ac.jp/home/life/content31/
28	I want to know about the overall tuition system.	For general information about the tuition system, please see the following website: http://en.apu.ac.jp/home/life/content61/
29	Do I need to pay tuition fees during a leave of absence?	No tuition will be charged during a leave of absence. You could contact our Student Office for more information on how to apply for it. https://en.apu.ac.jp/student-support/leave_absence/reinstatement/
30	I am a new student, when is the next tuition payment due date?	New students have already paid their tuition fees for the first semester (half year) at the time of enrollment, with the next tuition payment due starting from the following semester. E.g. from the next Fall semester for those enrolling in the Spring, or from the next Spring semester for those enrolling in the Fall.

About automatic transfers from JP Bank accounts

1	I want to use the JP Bank automatic transfer system.	To use the automatic transfer system, you need to go to your nearest JP Bank office in advance and complete to register. If you have any questions about filling out the form, please contact adgaku@apu.ac.jp . It can take up to 1 month for registration to be completed, so please be sure to carry out the procedures well before the tuition deadline. It is also possible to register an account with a different name than that of the student, or an account that is already being used to withdraw AP House dormitory fees.
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2	I would like to know how to send tuition fees from overseas to my JP Bank account.	The University is unable to provide details of procedures at JP Bank, so please refer to the JP Bank website. However, please be aware that in general, banking regulations related to overseas remittances are becoming more and more strict (e.g. identification and confirmation of use of funds). https://www.jp-bank.japanpost.jp/kojin/sokin/kokusou/kj_sk_ks_gaikoku.html
3	I have already registered for automatic payment with JP Bank, but I want to pay by overseas remittance.	Please use the services of Convera, our University partner (for international students). International students will be notified by email at the start of each semester when the tuition notice is ready, and can proceed from there. However, if you have already registered for automatic transfer at JP Bank, you will need to confirm your payment before the due date in order to stop the automatic transfer from JP Bank (every semester). The specific schedule will be included in the email notification of this service. Please pay attention to this schedule to avoid double payment. Please also note that automatic transfer will not be possible if there are insufficient funds in the account.
4	I have registered for the JP bank automatic transfer, but can I use Convera?	You can choose between automatic transfer from JP Bank or overseas remittance by Convera. Please note the following points. If you have already registered for automatic payment at JP Bank, you will need to confirm your payment before the due date in order to stop the automatic transfer from JP Bank (every semester). The specific schedule and other information will be included in the email notification of this service, so please pay attention to avoid double payment.

5	What should I do if I can't use the JP Bank automatic transfer system?	<p>Please send money directly to the University's account. The bank account details are as follows:</p> <p>Sumitomo Mitsui Banking Corporation, Oita Branch (721), Savings Account 1001659</p> <p>Name: Ritsumeikan Asia Pacific University, The Ritsumeikan Trust</p> <p>*Only Japanese yen can be accepted.</p> <p>*The remitter is responsible for paying any required transfer fees.</p> <p>*If the amount transferred is less than the full amount of tuition, it will be treated as non-payment (expulsion from the University). If the amount transferred is less than the required tuition, the student will be expelled for non-payment of tuition.</p> <p>*In order to identify the payment, please be sure to enter the student's student ID number and name when transferring funds.</p>
6	I want to know if I am registered for the JP Bank automatic transfer service.	<p>Please log in to the Campusmate student website and download the PDF file from the "Tuition Menu". If you have registered for JP Bank automatic transfer, the words "Notice of direct debit" will be shown. (If you have not registered for the JP Bank automatic transfer, the words "Payment notice" will be shown).</p>
7	I want to know how to check my JP Bank account balance.	<p>The University is not able to verify individual student account information. Please use your own bankbook or cash card to confirm the information.</p>
8	I want to know the date of the withdrawal from JP Bank.	<p>For those who have completed the JP Bank automatic transfer registration, the automatic transfer date is scheduled to be around May 20 in the Spring semester and November 20 in the Fall semester (depending on the calendar and other factors). The exact dates can be confirmed in the information mailed out by the University. Information about tuition is scheduled to be sent to registered mailing addresses in Japan in mid-April for the Spring semester and early October for the Fall semester.</p>

9	I want to change my registered JP Bank account information.	<p>If you wish to change the name of the registered JP Bank account or the account number itself, you will need to go to the JP Bank counter and complete the relevant procedures. We ask that you please contact JP Bank directly on this issue (please notify the University of the change once procedures have been completed with JP Bank).</p> <p>Please note that it takes some time to process the change, so please be aware that changes made close to the automatic payment date for your tuition in May or November may not be completed in time.</p>
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