

2018 Academic Year Exchange Student Application Guidelines



1. Inquiries about the Exchange Student Program

Exchange student program website	http://www.meiji.ac.jp/cip/english/prospective/exchange.html
For Inquiry	Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan Meiji University, International Student Office E-mail: exchange@meiji.ac.jp TEL: 03-3296-4488 FAX: 03-3296-4360

2. Information for incoming exchange students

Please refer to the [Fact Sheet](#) for the following information.

1. Features of the Meiji University exchange student program
2. Campus Information
3. Housing for Exchange Students
4. Academic Calendar
5. Scholarship
6. Classes and Japanese-language classes
7. Exams, grades and Academic Transcripts
8. Living Expenses
9. Curriculum, List of faculty members, Syllabus

3. Application Period / Acceptance Decision Period

<Schedule / How to apply>

Step 1. Send the nominee's information to exchange@meiji.ac.jp	<April 2018 admission>
	August 22 (Tue.) to September 28 (Thu.), 2017
	<September 2018 admission>
	January 16 (Tue.) to February 22 (Thu.), 2018

Step 1. If there are any nominees from your university, please send the following information to exchange@meiji.ac.jp.

- (1) Nominee's name in English
- (2) Proposed Undergraduate/Graduate School at Meiji
- (3) Proposed Study Period at Meiji
- (4) Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.



Step 2. Online application	<April 2018 admission>
	August 22 (Tue.) to September 28 (Thu.), 2017
	<September 2018 admission>
	January 16 (Tue.) to February 22 (Thu.), 2018

Step 2. Applicants must apply online from the following website.

<http://www.meiji.ac.jp/cip/exchange/>

After applying, a reply will be automatically sent to student and Exchange Student Program Coordinator. If you do not receive a reply, please contact exchange@meiji.ac.jp.



<p align="center">Step 3.</p> <p align="center">Meiji University Japanese Language Online Test</p> <p><Who should take the test?></p> <p>Only applicants who cannot submit a Japanese Language Proficiency Test (JLPT) Certificate</p>	<April 2018 admission>
	August 22 (Tue.) to October 5 (Thu.), 2017
	<September 2018 admission>
	January 16 (Tue.) to March 1 (Thu.), 2018

Step 3. <Who should take the test?>

Only applicants who cannot submit a Japanese Language Proficiency Test Certificate (for those who have passed a level other than N1, a confirmation form showing that they took and passed level N4 or higher on a test taken in either the 2016 or 2017 academic year)

<How to take the test>

Meiji University will send the information about the test to Exchange Student Program Coordinator.

****Note****

Applicants who can submit a Japanese Language Proficiency Test Certificate and who apply for undergraduate and graduate schools which offer classes in English are NOT required to take the test.



<p align="center">Step 4.</p> <p>Send the application materials by courier to Meiji University, International Student Office</p>	<April 2018 admission>
	August 22 (Tue.) to October 12 (Thu.), 2017
	<September 2018 admission>
	January 16 (Tue.) to March 8 (Thu.), 2018

Step 4. To complete the application, Exchange Student Program Coordinator is required to send the application materials (refer to page.5 and 9) by courier to the International Student Office no later than the application period.



<p align="center">Step 5.</p> <p>Send the Certificate of Eligibility as an <u>Excel document</u> to <u>exchange@meiji.ac.jp</u></p>	<April 2018 admission>
	August 22 (Tue.) to October 12 (Thu.), 2017
	<September 2018 admission>
	January 16 (Tue.) to March 8 (Thu.), 2018

Step 5. Please send the Certificate of Eligibility as an Excel document to exchange@meiji.ac.jp .Printed material is NOT required to submit.



<p align="center">Acceptance decision</p> <p>Acceptance decision notification and pre-arrival materials, visa documents and acceptance letter will be sent to Exchange Student Program Coordinator.</p>	<April 2018 admission>
	January to February 2018
	<September 2018 admission>
	June 2018



<p align="center">Arrival and Exchange Student Housing Move-in dates</p>	<April 2018 admission>
	Week of March 11, 2018 (tentative)
	<September 2018 admission>
	Week of September 2, 2018 (tentative)

4-1. Undergraduate and Graduate Schools which Offer Classes in Japanese

(1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the conditions below. Applicants who cannot submit a Japanese Language Proficiency Test Certificate must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University as having Japanese-language skills equivalent level or higher. Those who have passed a level other than N1 must have done so on a test taken in either the 2016 or 2017 academic year.

Undergraduate School	Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2016 or 2017 academic year.)
School of Law	Level N4 or higher
School of Commerce	Level N4 or higher
School of Political Science and Economics	Level N4 or higher
School of Arts and Letters Japanese Literature, British and American Literature, Drama and Theatre Arts, Literary Arts and Media, Japanese History, Western History, Archaeology, Clinical Psychology, Contemporary Sociology	Level N3 or higher Please note that Level N2 or higher may be required to take classes offered by Japanese Literature.
School of Arts and Letters German Literature, French Literature, Asian History, Geography	Level N4 or higher
School of Science and Technology	Level N4 or higher
School of Agriculture	Level N4 or higher
School of Business Administration	Level N4 or higher
School of Information and Communication	Level N4 or higher
School of Global Japanese Studies (other than those applying to the English track)	Level N2 or higher
School of Interdisciplinary Mathematical Sciences	Level N4 or higher
Graduate School	Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2016 or 2017 academic year.)
Graduate School of Law	Level N4 or higher
Graduate School of Commerce	Level N3 or higher
Graduate School of Political Science and Economics	Level N4 or higher
Graduate School of Business Administration	Level N4 or higher
Graduate School of Arts and Letters Japanese Literature, English Literature, Drama and Theatre Arts, Literary Arts and Media, History (Japanese, European, Archaeology), Clinical Psycho-Social Sciences (Clinical Psychology, Sociological Course)	Level N3 or higher Please note that Level N2 or higher may be required to take classes offered by Japanese Literature.
Graduate School of Arts and Letters German Literature, French Literature, History(Asian), Geography	Level N4 or higher

<p style="text-align: center;">Graduate School</p>	<p style="text-align: center;">Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2016 or 2017 academic year.)</p>
Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)	Level N4 or higher
Graduate School of Agriculture	Level N4 or higher
Graduate School of Information and Communication	Level N4 or higher
Graduate School of Humanities	Level N2 or higher
Graduate School of Advanced Mathematical Sciences	Level N4 or higher
Graduate School of Global Japanese Studies Japanese linguistics and Japanese-language education program	N1
Graduate School of Global Japanese Studies English-language education program	Level N4 or higher
Graduate School of Global Japanese Studies For programs other than those listed above	Level N2 or higher
Graduate School of Global Business	N1

(2) Application Documents [Meiji's standard form can be downloaded at http://www.meiji.ac.jp/cip/english/prospective/exchange.html](http://www.meiji.ac.jp/cip/english/prospective/exchange.html)

How to submit	Documents to be submitted	Deadlines
<p style="text-align: center;">Submit the online application</p> <p>http://www.meiji.ac.jp/cip/exchange/</p>	(1) Application Information Form (Must be in Japanese)	<p style="text-align: center;">April 2018 admission</p> <p style="text-align: center;">Sep 28, 2017</p>
	<p>Copy of your Japanese Language Proficiency Test (PDF)</p> <p>* Copy of your Japanese Language Proficiency Test MUST be prepared to upload the online application.</p> <p>(2) Those who have passed a level other than N1 must have done so on a test taken in either the 2016 or 2017 academic year. Applicants who cannot submit this document must take the Japanese Language Online Test. See p.2 for more information about this test.</p>	
<p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p>	(3) Signature of Applicant and the Exchange Student Program Coordinator (use Meiji's standard form)	
	(4) Housing Request (use Meiji's standard form)	
	(5) Official Academic transcript Official Transcript (with seal of your university on it) It has to be written in English or Japanese.	
	(6) Letter of recommendation	
	(7) Copy of your passport (page of your photo)	
	(8) Six(6) ID photos (3 cm x 4 cm)	
	(9) Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following)	
	<p>① A bank balance certificate or copy of the applicant's account bankbook</p> <p>② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment</p> <p>③ An income certificate of the person responsible for payment</p> <p>④ Certificate of scholarship funds received. (Disbursement period must correspond to duration of study abroad at Meiji.)</p>	
	(10) Study Plan for undergraduate school (use Meiji's standard form)	
	<p>Research Plan for graduate school (use Meiji's standard form)</p> <p>(Must be in Japanese), 1,000-2,000 Japanese characters</p>	
<p>Only for applicants to the School of Global Japanese Studies, non-English Track</p> <p>(11) Study Plan for the second-choice school (use Meiji's standard form)</p> <p>(Must be in Japanese), 1,000-2,000 Japanese characters</p>		
<p style="text-align: center;">Send to exchange@meiji.ac.jp as an Excel document</p>	(12) Application for Certificate of Eligibility as an Excel document (use designated form)	<p style="text-align: center;">April 2018 admission</p> <p style="text-align: center;">Oct 12, 2017</p>
	<p>Please send the Certificate of Eligibility as an Excel document to exchange@meiji.ac.jp (This is NOT required to send by courier.)</p>	<p style="text-align: center;">September 2018 admission</p> <p style="text-align: center;">March 8, 2018</p>

(3) School of Global Japanese Studies Number of Students Admitted

If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.

(4) Duration of exchange program

Duration must be decided before applying to the program, and it cannot be changed after the online application.

(5) Choice of Supervisor

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned the supervisor which you chose in the online application.

Supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

Academic advisor provides assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
A Required to choose the preferred supervisors	Undergraduate schools	School of Commerce School of Science and Technology School of Agriculture
	Graduate schools	Graduate School of Law Graduate School of Commerce Graduate School of Political Science and Economics Graduate School of Business Administration Graduate School of Arts and Letter Graduate School of Science and Technology Graduate School of Agriculture Graduate School of Information and Communication Graduate School of Humanities Graduate School of Advanced Mathematical Sciences Graduate School of Global Japanese Studies Graduate School of Global Business
B NOT required to choose the preferred supervisors	Undergraduate schools	School of Law School of Political Science and Economics School of Arts and Letter School of Business Administration School of Information and Communication School of Global Japanese Studies School of Interdisciplinary Mathematical Sciences

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office as soon as possible. Meiji University will consider if assistance is available.

4-2. Undergraduate and Graduate Schools which Offer Classes in English

(1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the following conditions:
 - (a) Must have taken one of the following tests since September 2015 and be able to submit a valid official score. Must meet any other application requirements that may exist.
 - (b) Applicants who underwent standard high school education or are undergoing standard university education conducted in English are not required to submit an official score from one of the tests listed below.

Undergraduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	CEFR
School of Political Science and Economics (only taking classes conducted in English)	61 or higher	600 or higher	5.0 or higher		500 or higher	
School of Business Administration (only taking classes conducted in English)	71 or higher	710 or higher	5.5 or higher	FCE or higher		
School of Global Japanese Studies (English Track) If an applicant has any issues and questions about the submission of English language proficiency documents, please inquire the International Student Office before the application period.	80 or higher		6.0 or higher	Overall Score 169 or higher		B2 or higher
Graduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	Other Application Requirements
Graduate School of Governance Studies (English Track)	76 or higher	710 or higher	5.5 or higher	FCE or higher		Refer to #1 (page 8)
Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track)	76 or higher	710 or higher	5.5 or higher	FCE or higher		Refer to #2 (page 8)
Graduate School of Global Business	79 or higher		6.5 or higher			Refer to #3 (page 8)
Graduate School of Global Governance	79 or higher		6.0 or higher		550 or higher	Refer to #4 (page 8)

#1 Graduate School of Governance Studies (English Track)

Must have a bachelor's degree related to public policy, and also must either have practical experience related to public policy or have already taken basic courses in public administration, political science, and economics.

#2 Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track)

Must have a bachelor's degree related to architecture and must currently be enrolled in a program related to architecture.

#3 Graduate School of Global Business

If you have taken GMAT, please submit an official score as a reference. (Leave option.)

Must understand that the classes offered in English are limited to the followings. Classes are held from 6:55 pm to 10:00 pm on weekdays and from 9:00am on Saturday.

Business Case Study

English communication in Global Business settings

Behavioral finance

Introduction to Finance

Global Business Studies

Business Communication

Marketing Innovation

Global Consumer's Value and Lifestyles

Multicultural Team Management

Wisdom Leadership

Wisdom Leadership (Seminar)

Accounting of Non Profit Organization (Seminar)

Business Tax

Global Marketing

#4 Graduate School of Global Governance

Those who have a Master's Degree, Professional Master's Degree or an equivalent qualification in Governance or related field of Governance.

How to submit	Documents to be submitted		Deadlines
<p style="text-align: center;">Submit the online application</p> <p>http://www.meiji.ac.jp/cip/exchange/</p>	(1)	Application Information Form (Must be in English)	<p style="text-align: center;">April 2018 admission</p> <p style="text-align: center;">Sep 28, 2017</p>
	(2)	<p>Valid official scores from one of the tests at Page.7 taken since September 2015. (PDF)</p> <p>* Copy of your official scores MUST be prepared to upload the online application. However, applicants who underwent standard high school education or are undergoing standard university education conducted in English are not required to submit it.</p>	
<p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p>	(3)	Signature of Applicant and the Exchange Student Program Coordinator (use Meiji's standard form)	<p style="text-align: center;">April 2018 admission</p> <p style="text-align: center;">Oct 12, 2017</p> <p style="text-align: center;">September 2018 admission</p> <p style="text-align: center;">March 8, 2018</p>
	(4)	Housing Request (use Meiji's standard form)	
	(5)	<p>Academic transcript</p> <p>Official Transcript (with seal of your university on it) It has to be written in English or Japanese.</p>	
	(6)	Letter of recommendation	
	(7)	Copy of your passport (page of your photo)	
	(8)	Six(6) ID photos (3 cm x 4 cm)	
	(9)	<p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following)</p> <p>① A bank balance certificate or copy of the applicant's account bankbook</p> <p>② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment</p> <p>③ An income certificate of the person responsible for payment</p> <p>④ Certificate of scholarship funds received (Disbursement period must correspond to duration of study abroad at Meiji.)</p>	
	(10)	<p>Study Plan for undergraduate school (use Meiji's standard form)</p> <p>Research Plan for graduate school (use Meiji's standard form)</p> <p>School of Political Science and Economics (only taking classes conducted in English), School of Business Administration (only taking classes conducted in English), School of Global Japanese Studies (English track):</p> <p>400-800 words</p> <p>Graduate Schools:</p> <p>1,000 words or more</p>	
	(11)	<p>Only for applicants to Graduate School of Science and Technology, Architecture Course, International Program in Architecture and Urban Design (English Track)</p> <p>Portfolio</p> <p>Save and submit as a PDF file on a CD-ROM. Any number of pages, either vertical or horizontal text is allowed. When including group projects, specify the purpose and the areas for which you were responsible. Once submitted, the CD-ROM will not be returned to you.</p>	
	<p style="text-align: center;">Send to exchange@meiji.ac.jp as an Excel document</p>	(12)	

(3) Number of Students Admitted

School of Global Japanese Studies (English track)	If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.
Graduate School of Governance Studies (English Track)	Annual enrollment capacity is 10 students. If 10 students are admitted in April 2018 and they all want to study in Japan for a full year, no additional students will be accepted to this program for enrollment in September 2018.
Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track)	Annual enrollment capacity is 28 students per year. If the enrollment capacity for a particular year has already been reached, exchange students will not be accepted to this program for the 2018 academic year.
Graduate School of Global Governance	The number of students admitted to Graduate School of Global Governance is 2.

(4) Duration of exchange program

Duration must be decided before applying to the program, and it cannot be changed after the online application.

(5) Choice of Supervisor

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned the supervisor which you chose in the online application.

Supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

Academic advisor provides assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
A Required to choose the preferred supervisors	Graduate schools	Graduate School of Governance Studies (English Track) Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track) Graduate School of Global Business Graduate School of Global Governance
B NOT required to choose the preferred supervisors	Undergraduate schools	School of Political Science and Economics (only taking classes conducted in English) School of Business Administration (only taking classes conducted in English) School of Global Japanese Studies (English Track)

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office as soon as possible. Meiji University will consider if assistance is available.