

2018/6/27

International Student Center

Study Abroad Program (Student Exchange Program) is that allows students of Meiji University to study abroad as exchange students in the partner higher educational institutions around the world which have an agreement on student exchanges with Meiji University. This is not a study abroad program aiming to get any academic degree. Meiji University requires its students to go through internal screening before nomination to its partner institution because recommendation by Meiji University is necessary for Student Exchange Program. Application information for the internal screening is provided on this application guideline as well as on the “2019 Spring Student Exchange Program Admission Details”. Applicants must read through the both documents.

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| 1. Partner institutions which conducts Study Abroad Program |
| Universities listed on “2019 Springs Student Exchange Program Admission Details” |
| 2. Duration of the Program |
| Maximum 1 academic year from February or March 2019 (generally) |
| 3. Number of students to study abroad |
| 1 ~ 2 student(s) per university. (the number of exchange student is subject to change) |
| 4. Qualifications |
| <p>Applicants must meet all of the following conditions. Pay close attention especially to the conditions designated by each partner university;</p> <p>(1) Those who meet all the application conditions designated by the partner university to which they are applying for (listed on the “2019 Student Exchange Program Admission Details”)</p> <p>(2) Those who are regular students.(Audit students are not eligible.) Undergraduate: <u>In their 2nd year or above</u> and have earned 15 credits or more per semester as those necessary for their graduation. (Including those students approved by their school on any exception on their record of credits.) Graduate: Those who are approved by their academic supervisor.</p> <p>(3) Those whose latest cumulative GPA earned is 2.0 or above.</p> <p>(4) Those who have English proficiency of <u>TOEFL iBT 61 / IELTS 5.5</u> or above, if apply to the English program. ※ All applicants are required to meet this minimum English language requirement at the time of application.</p> <p>(5) Those who have no problems and concerns about living and staying abroad for a long period of time both physically and mentally. If you have any chronic health concerns or any special medical history, you must get permission by the doctor and submit a medical certificate to take internal screening at Meiji University.</p> <p>(6) <For students whose nationality is not Japanese> Those who are applying for studying abroad in a county <u>except for their home country as a rule.</u> Some partner universities have restrictions on the nationality of the incoming exchange students. Please confirm the conditions on the “2019 Student Exchange Program Admission Details” as well as consult with the International Student Office on Surugadai Campus by submitting the “Educational Background Information Sheet” if your nationality is not Japanese, because Meiji University may consider your educational background in countries other than your home country though studying abroad in the home country is not allowed as a rule.</p> <p>(7) Those who secure the financial ability to pay all the fees necessary for studying abroad. Some partner universities require applicants to submit any proof documents of their balance certificate issued by a financial institution during their application process in order to confirm the students have sufficient financial abilities during the program.</p> <p>(8) Those who get a permission by their guarantor on the Program Agreement for the Study Abroad Programs. Please make sure to get permission on your study abroad before applying for the Program.</p> |

5. Application Period

July 2, 2018 (Mon) to July 20, 2018 (Fri)

6. Where and When to Submit

During the office hours of **each School/ Graduate School Office** to which you belong

* Please note that you cannot apply at the International Student Office.

Any submission after the deadline or outside the designated hours will not be accepted.

7. Application Procedures

The application documents must be **【A4-size, single-sided (black/white), created by PC (not handwriting except signature) and NOT stapled】**. Erasable pens are not allowed on the column for your signature. Please make sure that you have prepared all the necessary documents before submitting them on your own responsibility, because your application and scores may be deducted or rejected in the document screening if it is not complete.

Also, please be reminded that applicant him/herself must submit the application documents at the designated counter.

Following application procedures are required for application.

(1) Online application & (2) Submission of All Documents at the counter

After you duly complete the online application, then you need to submit all of the application Documents to the designated counter by the deadline.

* Please contact International Student Office in advance, if you are unable to submit the necessary documents, because you are outside of Japan for studying abroad.

【Email】 kokusaik@meiji.ac.jp

(1) Online application

Please log on to **Oh-o! Meiji** system and answer the **online application form** shown on the column of "**Questionnaires**" located left middle of the screen.

Pay close attention to the application deadline.

※ **Name of Questionnaire :**

「2019 Spring: Study Abroad Program Online Application」



<https://oh-o2.meiji.ac.jp/portal/index>

(2) Submission of All Documents at counter

| Documents to submit | Notes |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 2019 Study Abroad Program Application Form | <ul style="list-style-type: none"> ● Designated form. (Up to 2 pages by single-sided printing) |
| 2. Program Agreement for the Study Abroad Programs | <ul style="list-style-type: none"> ● Designated form. (Make sure to read through the agreement before submission and application.) ● Signature and the seal by your guarantor. (Make sure to get permission on your study abroad before applying for the Program.) |
| 3. The latest Scholastic Record | <ul style="list-style-type: none"> ● <u>Record should be downloaded and printed from Oh-o! Meiji system.</u> You cannot apply with a certificate issued by automatic issuing machine. ● Make sure to confirm the GPA requirements on the next [NOTES] section. |

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| 4. Certificate of the language proficiency | <ul style="list-style-type: none"> ● Applicants for the program in English must submit a photocopy of the original copy of the certificate of TOEFL-iBT or IELTS score. If you do not meet the language requirement by the partner university at the timing of the application for internal screening, you can re-submit another copy until September 3rd. (Refer to the next [NOTES] for details.) |
| 5. Statement of Purpose (Study Abroad Plan) 【English】 | <ul style="list-style-type: none"> ● Designated form. (Up to 2 pages by single-sided printing for each language) ● Use 10.5 point letters. Specify the number of words at the bottom. (Those without sufficient number of words and/or without listing the total number of words is regarded incomplete.) |
| 6. Statement of Purpose (Study Abroad Plan) 【in the language you wish to study, non-English】 | |
| 7. Educational Background Information Sheet: only for those whose nationality is not Japanese, designated form | <ul style="list-style-type: none"> ● Meiji University may consider your educational background in countries other than your home country though studying abroad in the home country is not allowed as a rule. |

8. Notes

(1) About GPA Requirements

Applicants must meet the GPA requirements not only at the timing of the internal screening but also those of your application to the partner university as well as departure. Please note that your nomination and/or acceptance may be revoked, if your GPA does not meet the conditions when you apply or when you depart even if you pass the internal screening.

(2) About the Language Requirements

English

- **Photocopy of the original copy of the official TOEFL-iBT score or IELTS** students taken in 2016 July or later are mandatory. For TOEFL-iBT, students can submit a score on the My Home Page if the original copy has not been ready by the deadline of application for the internal screening. In that case, submit the photocopy of the original copy of the official score to International Student Office on Surugadai campus after getting it. Please note that, for IELTS, students must submit the photocopy of the original copy of the official score by the deadline of application for the internal screening. Please note that the score on the website of IELTS are **NOT** valid for internal screening because it does not have student's name.
- If a student applies for a partner university without scores meeting its language requirements, their application will be rejected in the inner document screening step. Please make sure to confirming the scores of the school and department to which you wish to apply even within the same partner university, because the language requirements sometimes differ from one school/department to another.
- Students may re-submit the score **by September 3rd (during the office hours of the International Student Office on Surugadai Campus)** if they cannot meet **the language requirements by the partner university** by the deadline of the application for the internal screening. The score is to be submitted to International Student Office on Surugadai Campus. Students are recommended to leave enough time to spare for the preparation of the score if they wish to re-submit it. Re-submission after the deadline will not be accepted for any reasons. Please note that photocopy of the original copy of the official TOEFL-iBT score or IELTS must be submitted with other application documents when applying for the internal screening by the deadline even if students intend to re-submit a score afterwards. In case a new score is not submitted by September 3rd, their application will be rejected in the inner document screening and the applicant cannot proceed to the interview screening.
- Those who intend to re-submit the score afterwards must write the date of your TOEFL-iBT test or IELTS in the “Language of Application: English – English Language Test Scores (TOEFL-iBT, TOEFL-iTP, IELTS)” in the Application Form.

Languages other than English

- Read carefully the language requirements on the “2019 Student Exchange Program Admission Details”. When applying for a partner university with a “※” mark, meaning “must have enough language proficiency to catch up with the classes conducted in the local language”, is listed on the column, students are highly recommended to take the language proficiency test in advance and submit the score, even if the submission of the language certificate is not compulsory. For those partner universities without any designated level of the language proficiency test, Meiji University will consider the language proficiency of the students by the document and interview screening.
- If the partner university judges that the applicant does not have sufficient language abilities to take regular courses there even if he/she passes the internal screening and they are accepted by the university, he/she may be required to take language courses at the language center or any other institution affiliated to the university. Whether or not the credit earned at the language center will be approved depends on each School / Graduate School and therefore please confirm with your School / Graduate School office.
- In case students take any classes in English as well as those in local language, some partner university may have language requirements for English proficiency for students. If so, please make sure to submit the photocopy of the original copy of the official TOEFL-iBT score or IELTS in application.

(3) About Statement of Purpose (Study Abroad Plan)

When making the Statement of Purpose (Study Abroad Plan), please make sure not to make misspelled or missing words paying attention to the following points;

- Use the designated form for writing the statement of purpose.
- Answer the given 4 questions briefly and clearly within the prescribed word limit.
- Statement in English and that in the local language do not need to be completely the same. Literal translation is not necessary as long as the content is the same.

9. Fees for Studying Abroad

Fees necessary for studying abroad is as follows;

(1) Tuition fees for Meiji University (Only that of a partner university will be waived)

(2) Fees required by the partner university excluding its tuition fees (e.g. Facility use fee), travel expenses (e.g. application fees for passport, air ticket, visa application fees), staying fees, living expenses, insurance fees and other expenses are to be borne by applicants themselves. Also for the safety management reasons, exchange students must purchase an overseas travel insurance designated by Meiji University (100,000–200,000 JPY). If the partner university requires its incoming exchange students to buy the designated insurance plan, the exchange student must purchase both insurances. Please be reminded that the overseas travel insurance designated by Meiji University is not exempt at any case. Students who will study abroad to a partner university can apply for the “Meiji University Study Abroad Encouragement Subsidy (明治大学外国留学奨励助成金).”

For details, please see the website: <http://www.meiji.ac.jp/cip/usefulinfo/jyosei.html>

10. About Screening

International Student Center will rank the priority of nomination to partner universities, by considering comprehensively applicants' GPA, the application documents, and interview in person.

Please note that the International Student Center will not respond any inquiry concerning results of internal screening and its process. Also, passing the internal screening at Meiji university does not mean the acceptance by the partner university. That is to say, partner university has a right to decide whether the applicant is duly accepted or not.

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11. Steps after the Submission of the Application Documents

The schedule is subject to change. Revised schedule is to be notified as soon as possible.

(1) Document Screening

Program in English: results to be notified to all students via Oh-o! Meiji system by the beginning of September
 Program in Korea and Latin America: results to be notified to all students via Oh-o! Meiji system by the end of August.

(2) Interview Screening

September 13 (Thu) : Time to be advised later.

Please keep your schedule vacant for all day long on Sep 13, until further notice.

Place: Surugadai Campus

※ Details on the meeting time and place will be informed via Oh-o! Meiji system to applicants who have passed the document screening.

(3) Result of the Internal screening

To be announced via Oh-o! Meiji system to all the applicants in the beginning of October.

12. Steps after the Internal screening

Specific schedule will be notified to each candidate, because the schedule and necessary documents vary from university to university.

-- Typical schedule --

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| October 2018 | Preparation for application for the partner university |
| October – November 2018 | Application for the partner university |
| December 2018 – January 2019 | Receiving acceptance letter Application for visa, preparation for traveling (including air tickets), Submitting “Notification Form for Study Abroad (留学願)” to the School/ Graduate School office |
| January 19 (SAT) *tentative | Attending “Pre-departure Orientation” conducted by the ISO |
| February – March 2019 | Departure to partner university |

13. Q & A

(1) Can I apply for other programs as well as this study abroad program?

Application for other programs including those provided by each School/ Graduate School, self-arranged study abroad programs, and other study abroad programs at the same time as well as this study abroad program is generally be allowed. In that case, please make sure to the School / Graduate School office or any related office in advance and list the name of the program on the Application Form (designated by the International Student Center). Please note that the study abroad program (Student Exchange Program) conducted by International Student Center will be prioritized if the selection or the selection results of the other program(s) will be conducted and announced in October 2018 or later. Also, if the other program(s) do not allow multiple applications at the same time, applicants must follow their rules. Once applicant is selected as the nominee for this student exchange program with a partner university, the applicant is unable to apply for other program(s) and decline the student exchange program. Please make sure to prioritize programs and universities in advance, because the student is allowed to apply for only one university if they are selected in multiple programs.

(2) Can I apply for study abroad programs in different (multiple) languages?

Students can apply for study abroad programs in different (multiple) languages. In that case, make sure to prepare the Statements of Purpose in each of the languages of the programs.

(3) Where can I get information on partner universities?

Latest information on each partner university including its syllabus is available on the website of each institution. Make sure to get information about the partner university and the country by yourself and have a better understanding in

your preparation for the internal screening. Study abroad reports on partner universities are available on the website of Meiji University (“For those who wish to study abroad”) if Meiji University has sent them any students previously. Also, students can contact and consult with those who had studied abroad to those universities. If you would like to contact previous students, please contact the International Student Office on Surugadai Campus.

(4) Is it possible to study abroad even if I am taking the teacher training course?

While studying abroad itself is possible, it becomes difficult to graduate from Meiji University within the designated terms of study depending on your plan of taking necessary subjects and when you attend the teaching practice. It is strongly recommended to consult with the “Certification Course Office(資格課程事務室)” if you are taking the teacher training course and thinking about studying abroad as early as possible, because students cannot take any subjects necessary for the acquirement of a teacher’s license.

(5) Can credits taken during the study abroad program be necessarily converted as those of Meiji University?

The credits taken during the study abroad program at a partner university will not be converted and approved automatically as those of Meiji University. Whether those credits will be approved or not will be dependent on the judgement by your School/ Graduate School. Please make sure to consult with your advisory professor and the School/ Graduate School office in advance on your study abroad plan because it is not guaranteed if students can graduate from Meiji University within the designated terms of study.

(6) How many credits at the partner university can be converted as those of Meiji University?

Number of the credits approved and converted as those of Meiji University is different for students, because it is considered and decided by the faculty meeting of each School/ Graduate School according to the subjects and credits each student took at the partner university. Please note that number of the subjects a student can take at a university abroad tend to be less than that at a Japanese university and he/she will not necessarily be able to take the same number of credits at a university abroad.

(7) Can I study abroad in my last year in Meiji University?

Each School/ Graduate School has different rules. Please consult with your advisory professor and the School/ Graduate School office in advance on the timing of your graduation or completion if you wish to study abroad in their 4th year (Undergraduate) or in the 2nd year of their MA (Graduate).

(8) Will I be able to take subjects of the regular courses as long as I meet the language requirements?

Students may be requested to attend the language class if the partner university judges it is necessary after they started their study abroad even though they are considered to meet the language requirements in the internal screening. It is recommended to keep putting effort to improve your language skills even after passing the internal screening in order to take regular courses as originally planned.

(9) Do I belong to any particular school or department in the partner university?

Some university assign incoming exchange students to any of their particular school or department and others do not. Also for some reasons at the partner university, students sometimes cannot take courses, select majors, nor school or department that they prefer. For this reason, it might be better for you to have several preferences of the choices of subjects, majors and schools/departments.

(10) Can I decline after passing the internal screening?

Students are not allowed to decline after passing the internal screening (after becoming a candidate for a university) without any justifiable reason. Please make sure to apply after confirming the necessary preparation, fees and risks about studying abroad.

(11) Is it guaranteed to study abroad (student exchange program) after passing the internal screening?

The purpose of the internal screening is to select a candidate for each partner university. Therefore, passing the screening and being recommended by Meiji University will not guarantee the acceptance by the partner university. The result of application including a final acceptance notice will be announced from around December to January.

(12) Can I choose the duration of study abroad?

Students can choose either 1 academic year (maximum) or 1 semester. Please decide the duration after thinking over because any changes to the duration (1 semester to 1 academic year or 1 academic year to 1 semester) is not allowed after your application for the internal screening.

(13) Will it be possible to transfer to a partner university?

Study abroad program is not the one aiming to send students as transfer students. After the program, students are required to come back to Meiji University and continue and complete their study and acquire their degree.

(14) Do I need to come back to Meiji University soon after finishing the classes and exams?

Students must come back to Japan and Meiji University within 1 month after the end of their program (after finishing the final exams).

(15) Is it mandatory to purchase an overseas travel insurance?

For the safety management policy of Meiji University, students must buy the overseas travel insurance covering the whole period of the program. Please make sure to join it, considering the date of your return before your departure. If your returning date changes and becomes later than the end of your original insurance coverage period, you must apply for an extension of the insurance with the help of your parents in Japan.

(16) Does Meiji University prepare everything for the application for the partner university?

After being nominated to partner university, applicants must prepare necessary documents and apply for the program on their own. The nominee is requested to communicate closely with the person in charge at the partner university themselves and to complete the application procedures including housing and course registrations.

(17) How can I apply for VISA to study abroad?

Students must prepare and obtain a necessary visa on their own responsibility including getting necessary information and applications. Application can be made at embassy or a consulate-general after students get an acceptance letter.

(18) Is housing secured for incoming exchange students at the partner university?

While some partner universities offer their dormitory or provide information on apartments, housing for exchange students is not guaranteed. Students need to contact the university (e.g. housing office) and apply for a room on their own responsibility.

Your studying abroad starts from the preparation and application procedures. In order to get better management abilities when any problems happen during your program, please make sure to check the latest information on the Internet and other resources regularly. Also, it is important to cooperate and communicate with other people and working on things. Please note that consult with your advisory professor, the International Student Office, your school/graduate school office, and other related offices if you have any questions or any concerns. Keep in mind that your studying abroad is for yourself, not others, from the very beginning of your application for the internal screening.

14. Inquiries

International Student Office on Surugadai Campus

Office Hours: (Mon–Fri) 9:00–11:30, 12:30–17:00, (Sat) 8:30–12:00

※Closed on Sundays and holidays (excluding the designated class day). Please note that the office hours change during the summer and winter vacation.

E-mail: kokusaik@meiji.ac.jp

Phone number: 03-3296-4487

※Make sure to write your School/ Graduate School, year, and name when contacting us by e-mail and phone.