



**Meiji University**  
**Application Guidelines for Fall Admission**  
**for International Undergraduate Programs**  
**(TRANSFER)**  
**-English Track 2013-**

**Meiji University**  
**School of Global Japanese Studies**

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Address : 1-9-1 Eifuku, Suginami-ku, Tokyo, JAPAN 168-8555  
Telephone : +81-3-5300-1519  
Fax : +81-3-5300-1549  
URL : [http://www.meiji.ac.jp/nippon/  
english/englishtrack/](http://www.meiji.ac.jp/nippon/english/englishtrack/)

\*School of Global Japanese Studies is scheduled to move to Nakano Campus in April, 2013. New contact information after April, 2013 will be out on website.

## 【 Contents 】

1. Before Applying .....	1
2. Application Eligibility .....	1
3. Admission Schedule and Procedure .....	2
4. Application Procedure .....	2
5. Screening Fee and Payment Procedure .....	5
6. Application Documents .....	7
7. Announcement of Admission Decision .....	16
8. Admission Procedure .....	16
9. Visa .....	17
10. Additional Information .....	19
11. Tuition and Fees for 2013 .....	20
【Access】 .....	21

### 【Inquiries about application documents】

International Student Office  
E-mail : cip@mics.meiji.ac.jp  
Address : 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301 Japan  
TEL : +81-3-3296-4141

### 【Inquiries about curriculum, official standardized test/examination and school expenses and other fees】

School of Global Japanese Studies  
E-mail : gjs@mics.meiji.ac.jp  
Address : 1-9-1, Eifuku, Suginami-ku, Tokyo, 168-8555 Japan  
TEL : +81-3-5300-1519

※School of Global Japanese Studies is scheduled to move to a new campus (Nakano Campus) in April, 2013.

The personal information submitted for the admission or enrollment procedure will be used only for admission purposes such as the enrollment test, admission decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. Under this operating agreement, please note that the personal information submitted for the admission process may be provided to the agency.

## 1. Before Applying

- (1) A limited number of students who meet the admissions criteria will be accepted.
- (2) Applicants will be in their junior year (3<sup>rd</sup> grade) at Meiji University when they enroll.
- (3) Transfer students must stay at least 4 semesters (maximum enrollment is 6 years) at Meiji University and complete 62 credits to graduate.

## 2. Application Eligibility

### *Applicants must meet the following six criteria:*

- (1) Applicants must have non-Japanese citizenship.
- (2) Applicants must meet either of the following two conditions:
  - i) Have completed a 12-year school education in a non-Japanese educational system, and also
    - (1) have completed or are expected to complete 2 years of education in a university by Thursday, September 19, 2013, or
    - (2) have graduated or are expected to graduate from a college by Thursday, September 19, 2013.
  - ii) Are recognized individually by the School of Global Japanese Studies' screening procedure as equivalent to (i).
- (3) Applicants must acquire or extend a visa with the status of "College Student" that is issued by the Immigration Bureau of Japan.
- (4) Applicants must be able to understand lectures conducted in English and also meet either one of the following criteria:
  - i) Have a required score of one of the following English proficiency tests and submit the official score report. The tests must be taken between February 1, 2011 and January 31, 2013.
    - ◆ TOEFL® iBT 76 or above
    - ◆ TOEIC® 760 or above
    - ◆ IELTS 6.0 or above
    - ◆ Cambridge ESOL Examination CAE or above

\* The following tests are not recognized: TOEFL®-PBT, TOEFL®-CBT, TOEFL®-ITP, TOEIC®-IP, IELTS (general training modules).
  - ii) Have received the last 2 years of formal education in English, and are able to provide documentary evidence.
    - *Documentary evidence includes an official letter from the school and a copy of the official school website.*
- (5) Applicants must submit the official standardized test score/examination certificates. Submit *the original* (or the notarized copy) *of one of the following official scores*. Applicants must submit the official score which he/she has submitted to the admission's department at their currently or previously enrolled college or university, or the one which he/she has taken after the entrance at their currently or previously enrolled college or university.
  - i) SAT (SAT Reasoning Test)
  - ii) ACT
  - iii) International Baccalaureate (IB)
  - iv) GCE (either 3 subjects of the General Certificate of Education Advanced level, or 2 subjects of Advanced level and 2 subjects of the GCE Advanced Subsidiary level, 4 subjects in total.)

- v) National standardized test required for university admission in your country

Please refer to pages 11 - 14 for details.

- (6) Applicants must have 62 or more transferable credits (under Meiji's accreditation) by Wednesday, July 31, 2013.

- \* Credits which applicants have received at currently or previously enrolled college or university will be accredited by Meiji University. Please note that all credits you have may not be accredited and transferred.
- \* Applicants can include currently enrolled courses as expected transferrable credits. However, if the transferrable credits (under Meiji's accreditation policy) cannot be completed by Wednesday, July 31, 2013, the admission decision may be revoked

\* Important information for applicants:

- Applicant's resident country is not considered.
- Applicants who have dual citizenship (including Japan) are eligible.
- Applicants are allowed to take any elective classes provided in Japanese.
- *The Immigration Control and Refugee Recognition Act* regulates the applicant's status as follows: "The applicant must study at a college or an equivalent educational institution, a specialized course of study at an advanced vocational school (*senshugakkou*), an educational institution specializing in preparing persons who have completed 12 years of education at schools in foreign countries to enter a Japanese college, or a technology college (*koutousenmongakkou*), excluding cases where the applicant is to study solely at a night school or through correspondence courses."

### 3. Admission Schedule and Procedure

- (1) Application Period : **Friday, February 1, 2013– Thursday, February 28, 2013**

- (2) Admission Decision :

***The admission decision is made on the basis of a complete set of application documents. There is no specific entrance exam.***

- (3) Announcement of the admission decision: **Tuesday, May 14, 2013**

Notification of acceptance will be mailed to the applicant's mailing address.

Applicants are also able to check the results on the university website.

- (4) Admission procedure: Starts in **May, 2013**.

The admission documents will be mailed with the notification of acceptance.

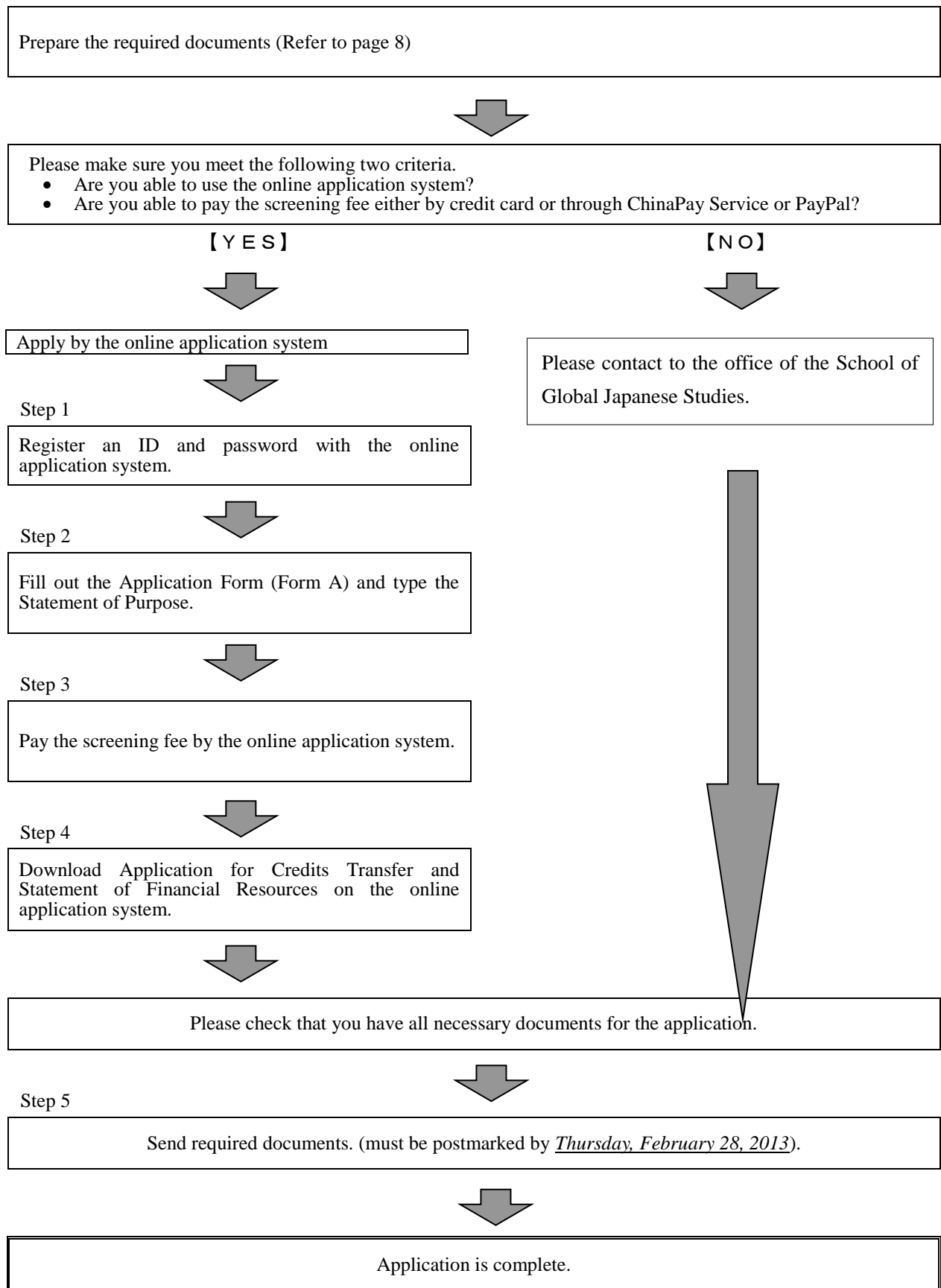
Details will be enclosed in the documents.

### 4. Application Procedure

**The applicants must apply through the university online application system except in the following circumstances.**

- When you cannot access the online system.
- When you cannot pay by credit card or through ChinaPay Service or PayPal.

★ Application Process



< How to apply by the online application system >

- Complete the following sections of the application process by online.
- The online application system is scheduled to begin operation in January.
  - i) Fill out the Application Form (Form A)
  - ii) Type the Statement of Purpose
  - iii) Pay the screening fee (by credit card or through ChinaPay Service or PayPal)
  - iv) Download Application for Credits Transfer and Statement of Financial Resources.
- ***After steps i), ii), iii) and iv), send the required documents to Meiji University. Your application process will be completed only if the university receives all required documents which are postmarked by Thursday, February 28, 2013.***
- Further details about the online application system are available at the following website:  
<https://applyjapan.com/>.

**【Step 1】**

- Register your e-mail address (ID)  
Visit <https://applyjapan.com/> and register your e-mail address (ID).
- Create a password  
Confirmation of temporary registration is sent to the registered e-mail address.  
Click the URL shown on the e-mail and create a password.
- Completion of registration  
Official completion of registration is sent to the registered e-mail address.  
Click the URL shown on the e-mail and go to the log-in section.

**【Step 2】**

- Fill out the Application Form (Form A)  
Log onto the online application and fill out the form.
- Type a Statement of Purpose on the entry screen or upload the file you create in Word.

**【Step 3】**

- Select the payment method for the screening fee  
Credit Card / ChinaPay Service / PayPal
- Complete the payment following the instructions on the screen.
- After completing the payment, please read the instructions for the next step carefully.
- Online application is complete.  
***\* After you complete payment, you cannot change or update details on the Application Form or Statement of Purpose under any circumstances.***

**【Step 4】**

- Download Application for Credits Transfer and Statement of Financial Resources.

**【Step 5】**

- Mail the documents  
Refer to Section 6. Application Documents (pages 7-16).  
Mail all paper-based documents except the certificates or official score reports which must be sent directly by the examination institutes.
- When applying from inside Japan, send the application documents by registered special delivery.

**All paper-based documents must be postmarked by Thursday, February 28, 2013.**

- When applying from outside Japan, submit the application documents by EMS, DHL, or other means which have a tracking system. **All paper-based documents must be postmarked by Thursday, February 28, 2013.**

Send application documents to:

International Student Office -English Track- Meiji University  
1-1, Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301 Japan  
TEL: +81-3-3296-4141 FAX: +81-3-3296-4360

< Inability to use the online application system >

If you cannot use the online application system due to the following reasons, you may apply by other means. Please contact to the office of the School of Global Japanese Studies.

- When you cannot access the online system.
- When you cannot pay by credit card or through ChinaPay Service or PayPal.

Contact at:

School of Global Japanese Studies, Meiji University  
TEL: +81-3-5300-1519 FAX: +81-3-5300-1549  
~~\*School of Global Japanese Studies is scheduled to move to Nakano Campus in April, 2013.~~  
E-mail: gjs@mics.meiji.ac.jp

## 5. Screening Fee and Payment Procedure

- (1) Screening fee : **¥15,000 (nontaxable)**
- (2) Payment method : **Pay by credit card or through ChinaPay service or PayPal, using the online application system.**

\* If you have no access to a computer and cannot use the system, you are allowed to make payment through your local financial institution.

- (3) Payment Period : **Friday, February 1, 2013 - Thursday, February 28, 2013**
  - You will be able to make payment from **Friday, February 1, 2013.**
  - **All paper-based documents must be postmarked by Thursday, February 28, 2013: Payment does not complete your application procedure. Please make the payment well in advance.**

- (4) Important:

**Once payment is complete, the screening fee will not be refundable under any circumstances.**

< Pay by credit card or through ChinaPay service or PayPal >

- Please follow the instructions of the online system and pay the screening fee. (For details about the online application procedure, read Section 4. Application Procedure (pages 2 – 5) or visit <https://applyjapan.com/>).
- Cardholder's name does not have to be the same as that of the applicant.
- Only single payment is acceptable.
- We will not issue a receipt for the payment. Please save or print out as your copy the form shown on the screen which states the completion of payment.

- To pay through ChinaPay service, applicants need to open the online settlement service in advance at their card issuing bank.

< Payment through financial institutions (from abroad) > -unfavorable-

- Please contact the School of Global Japanese Studies before you pay through financial institutions.
- **Pay the screening fee (¥15,000) to the university bank account during the application period.**
- When applicants pay from abroad through a local financial institution, they must use Remittance Telegraphic Transfer. A bank-charge for remittance service will be imposed, so the total amount of money that has to be paid is ¥19,000: screening fee ¥15,000 and Japanese bank handling charges ¥4,000 (handling fee for money order ¥2,500, and remittance handling charge for receiving bank ¥1,500).

- Total Amount of Payment:  
¥19,000 (screening fee ¥15,000 / handling fee for money order ¥2,500 /  
remittance handling charge for receiving bank ¥1,500)
- Remittance Category : Telegraphic Transfer
- Payment Currency : Japanese yen
- Payment Method : Advise and pay
- Handling fee for money order : Payee's Account → Payment to a bank in Japan
- Remittance handling charge for receiving bank : Payee's Account  
→ Payment to a bank in Japan
- Purpose of Remittance : Screening Fee
- Receiving Bank in Japan:

Receiving Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	KANDA Branch
Bank Address	Kanda Ogawamachi 1-1,Chiyoda-ku,Tokyo, Japan
Payee's a/c No.	Ordinary Account 219-147117
Payee	Meiji University
Address	Kanda-Surugadai 1-1,Chiyoda-ku,Tokyo, Japan
Swift code	SMBCJPJT

- The local bank in your country may charge its own handling fee. In that case, it is the applicant's responsibility to pay the charge. When remitting from outside Japan, if you send the screening fee via a bank in addition to a local bank and the bank in Japan, you must also pay a bank charge to this intermediary bank. In this case, the applicant has to pay the bank charge.
- For details of bank charges for a local bank or intermediary bank, please confirm with the local bank which you will use.
- If the remitter is the same person as the applicant, fill out the same name as in the passport.
- If the remitter is not the same person as the applicant, write the name of the applicant (the same name as in the applicant's passport) in the Note to Payee space.
- After remitting the fee, write down the following information and fax or e-mail it to the International Student Office.

< Subject > Foreign Remittance

- Applicant's name, sex, date of birth, the school you apply (School of Global Japanese Studies)
- Remitter's name, relationship with the applicant (if the remitter is not the same person as the applicant) (e.g. parents, relatives), date of remittance
- Telephone number

\* If applicants do not contact the university, we cannot confirm payment, and so the application procedure is incomplete. Even if the remitter is the same person as the applicant, confirmation of payment is necessary.

International Student Office, Meiji University  
F a x : +81-3-3296-4360 E-mail: cip@mics.meiji.ac.jp

- After remitting the screening fee, keep the Application for Remittance issued by the financial institution as proof of the remittance. Submit a copy of the Application for Remittance, together with the application documents.
- The screening fee, once paid, will not be refunded under any circumstances.

## 6. Application Documents

< Preparing the application documents >

- **The name on the application documents must be in Roman letters, using the same name as in the applicant's passport.**
- All documents must be typed or written in English.
- Use Arabic numerals.
- Do not write anything in the blank space with this mark (※).
- Use black or blue ink (a ballpoint pen is acceptable) for handwriting. The documents must be written in block letters by the applicant him/herself.

< Important reminder for the application process >

- **After using the online application system, send other required documents to Meiji University. All paper-based documents must be postmarked by Thursday, February 28, 2013. Read the following items carefully.**
- Confirm that you have all the required documents before you mail them.
- When applying from inside Japan, send the application documents by registered special delivery.
- When applying from outside Japan, submit the application documents by EMS, DHL, or other means which have a tracking system.
- If the application documents are incomplete or not postmarked by **February 28, 2013**, the application will not be accepted.
- Submission of false documents will disqualify the application.
- If applicants are qualified only as a freshman, not as a transfer student, the School will confirm if they would like to withdraw their application.
- The application documents cannot be changed after submission.
- **Once the application documents are submitted and payment is complete, the documents and screening fee cannot be returned under any circumstances.**

## ★ Checklist for Application Documents

The way you can receive the application documents differs according to the admission process used. Please refer to the chart below, and mail the documents to the university. For details of each application document, read Section 6. Application Documents (pages 7-16).

	Application Documents	Admission process	Remarks
1	<b>Application Form (Form A)</b>	On-line	
2	<b>ID-photo</b>	Prepare by yourself	4cm × 3cm
3	<b>Statement of Purpose</b>	On-line	
4	<b>High school graduation certificate</b>	(No form)	
5	<b>Official high school transcripts</b>	(No form)	
6	<b>University/college graduation (prospective) certificate, or enrollment certificate</b>	(No form)	
7	<b>Official university/college transcripts</b>	(No form)	
8	<b>Syllabus for all courses on university/college transcripts</b>	Prepare by yourself	If it is a book form, put the tag on the pages of all courses on the transcripts.
9	<b>School Catalog</b>	Prepare by yourself	Put the tag on the pages which contains the school's grading system.
10	<b>Application for Credit Transfer</b>	Download (PDF file)	
11	<b>Official standardized test Score/examination certificates</b>	(No form)	
12	<b>Documents indicating English proficiency level</b>	(No form)	Not required if applicant has received the last 2 years of formal education in English, and is able to provide documentary evidence
13	<b>Letter of Recommendation</b>	(No form)	Must be sealed
14	<b>Copy of Passport</b>	Prepare by yourself	
15	<b>Certificate of Foreign Resident Registration (or Certificate of Resident Registration)</b>	(No form)	Applicants residing in Japan only.
16	<b>Proof of financial status (Statement of Financial Resources / Balance Statement)</b>	Download (PDF file)	
17	<b>Copy of Application for Remittance</b>	(No form)	Required in case of remittance from a financial institution outside Japan.

※ Regarding the documents in items 11 and 12, please have them sent directly to Meiji University by the institutions.

As for items 15 and 17, only certain applicants must send them.

<b>On-line</b>	<b>Complete the online application.</b>
<b>Download</b>	<b>Download the designated documents from the online application system (or the School of Global Japanese Studies website), and fill out the necessary information.</b>
<b>(No Form)</b>	<b>There is no designated form. Ask your school or institution to provide the documents.</b>

➤ Please write the assigned number (refer to page 8) in the upper right in an each submission

**document and set them up in numerical order.**

➤ Important information for each document is as follows. Please read this carefully.

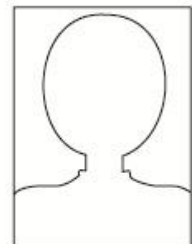
**(1) Application Form (Form A)**

For the online application system, **follow the steps indicated on the screen** and fill out the necessary information. Entered information will be saved automatically.

- If your birth date has one digit, add '0' in front of the date.
- Check the relevant sex.
- Applicants who have dual citizenship should let the School know when they apply; they will choose one nationality to register with Meiji University.
- If you reside in Japan, check your Certificate of Foreign Resident Registration or Resident Card, and circle the relevant residence status and write the date of expiration as well as the date of arrival.
- Enter your current address in the space for current address.
- For the English proficiency test and official standardized test, type the score, place and date of the test you are submitting in the application documents. Applicants who have received the last 2 years of formal education in English, and are able to provide documentary evidence, do not need to complete the section for English test.
- **For the academic record, write all the completion details from primary school to the present school. Write all the names of the institutions and years attended.**
- If you have been employed, write the two most recent jobs in chronological order. (Work experience includes full-time jobs and military service, but not part-time jobs.)
- Make sure to provide details about the applicant's guardian. (Check the relevant relationship.) If the guardian's address is the same as your current address, check "same as current address".

**(2) ID-photo**

- Write your name and *the School of Global Japanese Studies* on the back of the ID-photo. Make sure to check the following details.
- The ID-photo should be in color and taken within the last three months.  
(4 cm long and 3 cm wide)
- Front view, full head from top of hair to shoulders, borderless, against a plain background. (The following are not accepted: instant photo, snapshot, unclear, covered eyebrows, wearing sunglasses.)
- The photograph will be used on your student identification card after admission.



**(3) Statement of Purpose**

***Type an essay of approximately 1000 words in English. In the essay, describe the reasons why you want to study at the School of Global Japanese Studies, what you want to learn at this School, and how you intend to apply in the future what you have learned.***

- Type your essay by following the steps in the online application system or upload the file you create in Word.

- If you create the document in Word, type an essay of approximately 1000 words in English, double-spaced, 12-point. Also, please make sure to include the heading (“Statement of Purpose”), your name, and the number of words.

#### (4) High school graduation certificate

- *Submit the original documents (issued and verified by the graduated or attending school).*  
If you cannot submit the originals, submit a notarized copy. Copies that have not been notarized are not accepted. Refer to the reference table on page 15-16.
- *You must submit both the high school’s and the university/college’s (prospective) certificates of graduation and academic transcripts.*
- Graduation certificate or school transcripts should be in English or Japanese. For documents in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office. Refer to the reference table on page 15-16.
- If the name in the certificates is not the same as the one in the passport, ask your graduated high school to correct the certificates and submit the corrected certificates.
- *It takes time to have documents notarized: Please make arrangements well in advance.*
- **High school graduation certificate or academic transcripts must contain the following: the year of admission, the year of graduation, applicant’s name, and all courses you completed.**
- The following applicants need to submit proof of graduation, together with other certificates:  
Applicants who have been educated in a country where its primary and secondary education is completed in less than 12 years, and who then completed a Japanese preparatory course (including those who are expected to graduate).
- If the above documents cannot prove the completion of a 12-year school education, submit supplementary documents to prove completion.
- **If you have not graduated from a high school, but have passed the university entrance qualification examination in your country, submit a pass certificate instead of the high school graduation certificate and academic transcripts.**
- If you enrolled at more than one high school due to transfer, you must request the academic transcripts for each school. However, if all of your grades are accredited by one school and are described in the transcript, you can send one transcript.

#### (5) Official high school transcripts

*Refer to the details in (4).*

#### (6) University/college graduation (prospective) certificate or enrollment certificate

- *Submit the original documents (issued and verified by the graduated or attending school).*  
If you cannot submit the originals, submit a notarized copy. Copies that have not been notarized are not accepted. Refer to the reference table on page 15-16.
- Graduation (prospective) certificate, enrollment certificate or academic transcripts should be in English or Japanese. For documents in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office. Refer to the reference table on page 15-16.
- If the name in the certificates is not the same as the one in the passport, ask your graduated or attending school to correct the certificates and submit the corrected certificates.
- *It takes time to have documents notarized: Please make arrangements well in advance.*
- **Graduation (prospective) certificate or enrollment certificate must contain at least the**

**following: applicant's name, the date of admission, the enrolled faculty/department, the (prospective) awarded degree and the (expected) date of graduation.**

- If you enrolled at more than one university or college due to transfer, you must request the academic transcripts for each school. However, if all of your grades are accredited by one school and are described in the transcript, you can send one transcript.

#### **(7) Official university/college transcripts**

- **Official university/college transcripts must contain at least the following: applicant's name, the year of admission and all courses to be completed by July 31, 2013 (course titles, grades and credits).**

*Refer to the other details in (4) and (6).*

#### **(8) Syllabus for all courses on university/college transcripts**

- For syllabus and school catalogs in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office. Refer to the reference table on page 15-16.
- **The syllabus or school catalogs must contain at least the following information for all courses on university/college transcripts: course titles, contents, class hours, schedule, and grading system.**
- **If it is in book form, please tag on the page of all courses on university/college transcripts in the order corresponding to the courses on the transcripts.**

*Refer to the other details in (6).*

#### **(9) School Catalog**

*Refer to the details in (6) and (8).*

#### **(10) Application for Credits Transfer**

- Download the Application for Credits Transfer (PDF file) from the online application system (or the School of Global Japanese Studies website), and fill out the necessary information in BLOCK LETTERS.
- Applicants must fill out all courses on university/college transcripts in the order corresponding to the courses on the transcripts.
- All information should be based on the academic documents applicants submit (Graduation certificates, official university/college transcripts, syllabus or school catalogs). If there is any difference in the information between this form and the other documents applicants submit, applicants may be asked to submit supplementary documents.

#### **(11) Official standardized test score/examination certificates**

Submit ***the original*** (or the notarized copy) ***of one of the following official score reports.***

- i) SAT (SAT Reasoning Test)
- ii) ACT
- iii) International Baccalaureate (IB)
- iv) GCE (either 3 subjects of the General Certificate of Education Advanced level, or 2 subjects of Advanced level and 2 subjects of the GCE Advanced Subsidiary level, 4 subjects in total.)
- v) National standardized test required for university admission in your country

The reports must be sent directly to Meiji University by the test organization. Please confirm that the test organization can send them to the university directly. If you need the name of the department for mailing, send the reports to the International Student Office. (For the mailing address, refer to page 5)

**The transcript sent directly by the test organization will be valid only if it reaches Meiji University within the application period.**

Please note that if the transcript is written in a language other than English, you must translate it into English or Japanese, have the transcript notarized, and then submit all the documents.

For inquiries, please contact the School of Global Japanese Studies Office. (Contact information is specified in the cover page.)

#### **【 China 】**

Submit the results of a standardized test for university admission (including the result of tests administered by the Shanghai Municipal Educational Examination Authority or the Beijing Municipal Educational Examination Authority). Arrange for the **English translation** to be sent directly to Meiji University (**code number: E602202**) by the China Academic Degree & Graduate Education Information (CDGDC).

#### **【 Korea 】**

Submit the certificate of results for the College Scholastic Ability Test (CSAT).

#### **【 Indonesia 】**

Submit the certificate of results for the SPMB (Seleksi Penerimaan Mahasiswa Baru).

#### **【 Malaysia 】**

Submit the certificate of results for the STPM (Sijil Tinggi Persekolahan Malaysia).  
Unified Examination Certificate (UEC-SML)

#### **【 Singapore 】**

Submit the certificate of results for the Singapore GCE A level.

\* Those who apply with the Malaysian STPM, refer to the above section on Malaysia.

#### **【 Thailand 】**

Submit the certificate of results for the O-NET (Ordinary National Educational Test) or the GAT-PAT.

#### **【 Vietnam 】**

Submit the certificate of results for the UEE (University Entrance Examination).

#### **【 Hong Kong 】**

Submit the certificate of results for the HKALE (Hong Kong Advanced Level Examination).

#### **【 Taiwan 】**

Submit the certificate of results for the Scholastic Ability Test, or Department Required Test.

#### **【 United Kingdom 】**

Submit a certificate of results for either of the following examinations:

i) 3 subjects of the GCE Advanced Level

ii) 2 subjects of the GCE Advanced Level and 2 subjects of the GCE Advanced Subsidiary Level, 4 subjects in total

### **【 France 】**

Submit the performance evaluation certificate for the Baccalauréat.

\* Application with the OIB (Option Internationale du Baccalauréat) is also accepted.

### **【 Germany 】**

Submit the performance evaluation certificate for the Abitur.

### **【 Canada 】**

Submit one of the following, depending on your educational background:

i) British Columbia education system

Submit an academic transcript that shows the results of the Provincial Examination.

ii) Ontario education system

Submit an academic transcript that indicates the successful completion of at least 6 units of the Grade 12 University Preparation (U) Courses or University/College Preparation (M) Courses

iii) Education system of other areas

Submit the certificate of results for the national standardized test administered by your province.

### **【 United States of America 】**

Submit official scores for the SAT-R (SAT Reasoning Test) or ACT® test.

#### SAT

\* Only scores for the new SAT test system that includes the writing section (since March 2005) will be accepted. Arrange for the score to be sent directly to Meiji University (**registered code: 3128**) by CB (College Board).

#### ACT

\* Arrange for the score to be sent directly to Meiji University by ACT Records. (**College code: 5520**)

### **【 Australia 】**

Submit results for the national standardized test administered by your state.

### **【 New Zealand 】**

Submit the performance evaluation certificate (Record of Learning) for the NCEA (National Certificate of Education Achievement) Level 3.

### **【 International Baccalaureate Education System (IB) 】**

Submit the performance evaluation certificate for 6 subjects and a copy of the diploma. Arrange for the certificate to be sent directly to Meiji University by the IB test headquarters. If there is a delay in notification of the result or in dispatching the diploma by the test organizer, submit the certificate issued by your high school, indicating that your performance evaluation certificate and diploma have been awarded.

### **【Standardized tests other than those listed above 】**

\* Please contact the School of Global Japanese Studies Office prior to the application.

Submit a performance evaluation certificate of the standardized test that you took in compliance with the test regulations.

Please note the following:

i) You are required to submit the official prospectus, including application instructions. If the documents are written in a language other than English, attach either an English or Japanese

translation.

- ii) It is recommended that the applicant requests the test organization to send the certificate of the national standardized test, written in English, directly to Meiji University. If the certificate is written in a language other than English, translate it into English or Japanese, and then have it notarized.

#### **(12) Documents indicating level of English proficiency**

- ***Submit one of the following official score reports which must meet the criteria for admission (TOEFL®, TOEIC®, IELTS or Cambridge ESOL Examination).***
- **Scores must be taken from February 1, 2011 through January 31, 2013.**
  - i) TOEFL® iBT Official Score Report (76 or above)
    - Applicants must request ETS (Educational Testing Service) to send the official score report directly to Meiji University.
    - **The institution code of International Student Center, Meiji University is 7713.**
    - Official score report must be delivered to Meiji University by February 28, 2013. If you expect a delay in the score's arrival, submit a copy of the Examinee Score Report. This could be a substitute until your official score report arrives.
    - The following test scores are not recognized: TOEFL®-PBT, TOEFL®-CBT, TOEFL®-ITP
  - ii) TOEIC® Official Score Certificate (760 or above)
    - The test score of the TOEIC®-IP is not recognized.
  - iii) IELTS Test Report Form (6.0 or above)
    - The general training module is not recognized.
  - iv) Cambridge ESOL Examination Certificate / Certifying Statement of Result (CAE or above)
- ***If you have received the last 2 years of formal education in English, and are able to provide documentary evidence, you are eligible for a waiver.***
  - **Documentary evidence includes an official letter from the school and a copy of the official school website.**

#### **(13) Letter of Recommendation (SEALED)**

- ***The recommender's signature must be handwritten. And it must be sealed.***
- The letter must be written in English.
- It must be written by a faculty member of your attending or graduating higher education.
- It must state the relationship between the applicant and the recommender.
- It must describe the applicant's personality, level of English proficiency, attitude toward study and interest in future study.

#### **(14) Copy of Passport**

Copied page(s) must include the applicant's name, date of birth, passport number, photo, expiry date. (Do not include the page with the visa.)

Applicants who have dual citizenship must submit a copy of their passport from each country.

#### **(15) Certificate of Foreign Resident Registration (or Certificate of Resident Registration) (Applicants residing in Japan only)**

Submit the Certificate of Foreign Resident Registration (or Certificate of Resident Registration) which includes residence status and period of stay. It must be issued within three months of the application process.

**(16) Proof of Financial Status**

Submit the following 2 documents.

**i) Statement of Financial Resources**

- Download Statement of Financial Resources form (PDF file) from the online application system, and fill out the necessary information. Fill out the form carefully in BLOCK LETTERS.

**ii) Proof of bank account balance or the Proof of the scholarship award**

- Meiji University only accepts the applicant’s or his/her financial sponsor’s Proof of bank account balance.
- Submit the document written in English or Japanese and which has been issued within the last three months. For documents in other languages, attach a Japanese or English translation. (Notarization is not necessary.)

**(17) Copy of Application for Remittance (In case of remittance from a financial institution outside Japan only)**

<Reference table for (4) - (9)>

Can you submit the original documents?	What language are the documents written in?	Required Procedure	Submission Documents
YES	→ Japanese or English	N / A	The original documents
	→ Other Languages	Translate the documents into Japanese or English. Notarize the documents.	The original documents written in a language other than Japanese or English AND The original documents translated into Japanese or English notarized by an embassy or other appropriate office.

Can you submit the original documents?	What language are the documents written in?	Required Procedure	Submission Documents
NO	→ Japanese or English	< (4)-(7) Certificates/Transcripts > Request the certified true copy of your certificate/transcripts	The Certified True Copy of certificate/transcripts
		< (8)-(9) Syllabus/School Catalogs > N / A	The copy of syllabus/school catalogs
	→ Other Languages	< (4)-(7) Certificates/Transcripts > Request the certified true copy of your certificate/transcripts. AND Translate the documents into Japanese or English. Notarize the documents.	The Certified True Copy of certificates/transcripts written in a language other than Japanese or English AND The original documents translated into Japanese or English notarized by an embassy or other appropriate office.
		< (8)-(9) Syllabus/School Catalogs > Translate the documents into Japanese or English. Notarize the documents.	The copy of syllabus/school catalogs written in a language other than Japanese or English. AND The original documents translated into Japanese or English notarized by an embassy or other appropriate office.

## 7. Announcement of Admission Decision

**The announcement of the admission decision will be on Tuesday, May 14, 2013.** The notification of acceptance will be mailed to the successful applicants. We will use the mailing address which you entered on the application documents.

You can also check the results via our website.

Please access the following URL on **Tuesday, May 14, 2013**, from 10:00a.m. onwards.

<https://www.gouhi.com/meiji/r/>

We will not accept inquiries about the screening results by telephone or e-mail.

## 8. Admission Procedure

### (1) Sending admission documents

The notification of acceptance and admission documents will be sent to successful applicants at the same time as the announcement of the admission decision. We will use the mailing address which you entered on the application documents. You cannot receive them at Meiji University. If your mailing address changes after the application, contact the Academic Affairs Office of School of Global Japanese Studies immediately. (E-mail : [gjs@mics.meiji.ac.jp](mailto:gjs@mics.meiji.ac.jp))

- You must complete all the admission procedures during the period designated by Meiji University.
- If you passed the screening process, but you have not received the admission documents, contact the Academic Affairs Office of the School of Global Japanese Studies immediately.

### (2) Admission Procedure

You must submit the following as well as the other designated documents.

Please prepare the following in advance. For further details about the admission procedure, please

follow the Admission Procedure Guide in 2013/Admission for International Students.

- i) Academic Fees and Misc. Fees (Refer to page 20)
  - It is necessary to pay the admission fee, tuition fee and other fees by the designated date in May for admission procedures.
- ii) Certificate of Foreign Resident Registration (or Certificate of Resident Registration)
  - This has to be issued within three months of the application process.
  - Those who reside outside Japan need to register their residence immediately after entering Japan. After that, please submit a Certificate of Resident Registration as part of the admission procedure.
- iii) Copy of passport
- iv) College graduation certificate
  - **If applicants submit a college prospective graduation certificate at their application, it is required to submit an official college graduation certificate by Thursday, September 19, 2013. If applicants cannot graduate from a college by September 19, 2013, the admission decision may be revoked for successful applicants.**
- v) Official university/college transcript
  - **If applicants submit the university/college transcripts which contain current courses in their application, it is required to submit the ones which those grades are reflected on by July 31, 2013. If transferrable credits (under Meiji's accreditation) cannot fulfill admission requirements by July 31, 2013, the admission decision may be revoked for successful applicants.**
  - **If it is difficult to submit the final transcripts by July 31, 2013 due to the academic calendar at your attending school, please contact to the office of the School of Global Japanese Studies in advance.**

(3) *Important Information*

- Submitted documents will not be returned under any circumstances.
- Acceptance to the university may be revoked if any falsified information is found in the submitted documents.
- The orientation for new students will be conducted for international students in September, 2013. All international students are required to attend. Details will be sent together with notification of acceptance and admission documents.

## 9. Visa

### < Having Residence Status in Japan >

- i) Those who have a “College Student” visa  
For admission, you do not need to submit any documents to the Immigration Bureau under the Ministry of Justice.
- ii) Those who have a visa other than “College Student” visa, but want to obtain a “College Student” visa.  
Apply for changing the residence status by yourself. Please ask for the Acceptance Letter when you follow and complete the admission procedures. Using this certificate, it is possible to change the status to a “College Student” visa in Japan.  
However, as a general rule, those who enter Japan with a “Temporary Visitor” visa are not allowed to change the residence status in Japan. They may leave Japan once in order to obtain a “College

Student” visa.

\* Prior to entering Meiji University, those who have enrolled in Japanese language educational facilities or a vocational school (Japanese language school, Japanese language course in a university or junior college, and other training schools) in Japan are required to submit the institution’s attendance certificate to the Immigration Bureau of the Ministry of Justice in Japan when you extend the period of stay and apply to change the residence status. This certificate must be issued by your educational institution. There is a possibility that this application could be rejected.

< Not having residence status in Japan >

Please apply for a “College Student” visa at a Japanese embassy or consulate in your country.

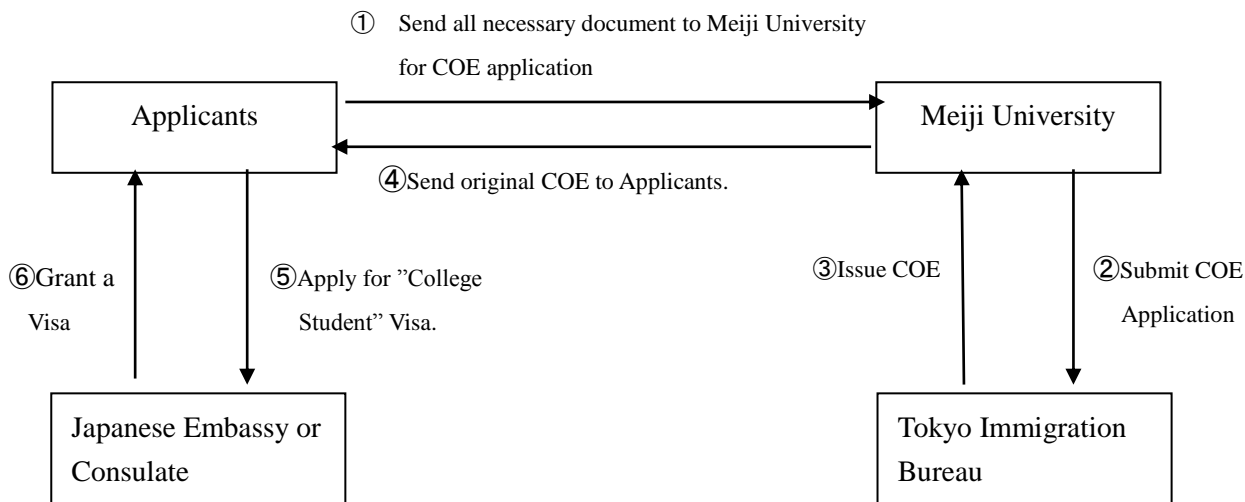
If you obtain the Certificate of Eligibility (COE) from the Tokyo Regional Immigration Bureau of the Ministry of Justice in advance, generally it is easier to apply for the “College Student” visa with this certificate.

If you have relatives, a financial sponsor or a scholarship in Japan, please request a proxy application for the Certificate of Eligibility (COE) from the Tokyo Regional Immigration Bureau of the Ministry of Justice. If you need a proxy application for a Certificate of Eligibility (COE) by Meiji University, please submit the required documents.

**Required documents to apply for a COE through Meiji University will be mailed with the Admission documents in May.**

Meiji University is not responsible if your visa application is rejected by the Ministry of Justice.

< Procedure Flow for Obtaining a “College Student” Visa through Meiji University >



### \* Required Documents for the COE Application

The applicants will be required to submit the following documents in May.

	Required documents
1	Application Form for Certificate of Eligibility
2	Request Form for COE Application
3	Statement of Financial Support
4	Documents to prove financial ability during period of study
5	One (1) photo (4 cm×3cm)
6	Copy of Passport
7	International reply coupons

## 10. Additional Information

### < Guarantor >

- You do not need a guarantor at the time of the application. However, the guarantor is required when you apply for admission in May.
- As a rule, a guarantor should be self-supporting. Please note the following order of priority.
  - i) Parents or relatives residing in Japan
  - ii) Parents or relatives residing outside Japan
  - iii) Acquaintance residing in Japan 【If i) or ii) is not applicable】
- A guarantor will be required to submit a guarantor registration form and a Certificate of Foreign Resident Registration (or Certificate of Resident Registration) when you apply for admission in May. If he/she does not reside in Japan, the certificate showing his/her mailing address and name, and issued by an official institution will be necessary.

### < Contact Person >

- If the guarantor does not reside in Japan, please indicate a person residing in Japan at the time of admission.
  - i) If you have a problem during the period of attendance at Meiji University, the contact person must communicate with the university. In addition, if the university needs to contact you, he/she must be accessible.
  - ii) If it will be difficult for you to stay in Japan depending on your situation (for example, you cannot continue to study and have to take a leave of absence), the contact person must discuss with you about taking a temporary leave of absence from the university.
    - Example: Brother, sister, spouse, relatives, friends or acquaintance. It is strongly desirable that the contact person works, is self-supporting and is proficient in Japanese.

### < Other Points >

If a physical disability requires special consideration when studying at Meiji University, please inquire at the International Student Office by Friday, December 14, 2012.

## 11. Tuition and Fees for 2013

<< Admission fee and Tuition for 2013 >>

<<Subsequent years>>

(Units : yen)

subject		year (grade)	Fall 2013	2014・2015
Academic Fees		Admission Fee	280,000	—
		Tuition Fee	454,000	908,000
		Educational Development Fee	104,000	208,000
		Lab Fee	5,000	10,000
Misc. Fees		Student Health Insurance	2,500	2,500
		Parents' Assoc. Fee	12,000	12,000
		Alumni Society Fee	20,000	10,000 *
Total (Annual Sum)			877,500	1,150,500
Spring Semester			—	
Fall Semester			877,500	

(Notes)

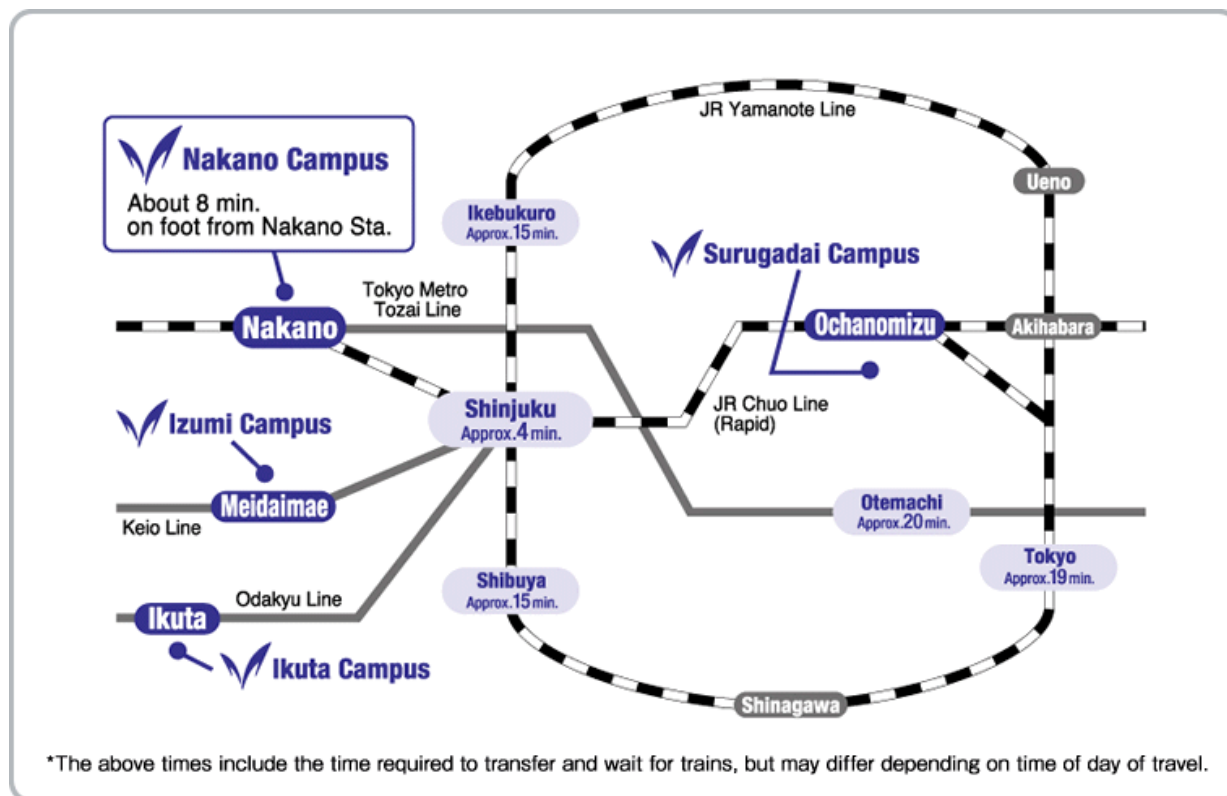
- Academic Fees and Misc. Fees in 2013 and subsequent years are as above.
- The Academic Fee is divided into two biannual installments (Spring Semester and Fall Semester). 1st Year Enrollment Charges consist of Admission Fee and half of the Academic Fees and Misc. Fees.

Payment category	Description of payment	Payment Deadline
Fall 2013	Admission Fee, Tuition Fee, Educational Development Fee, Lab Fee and Misc. Fees	Period of Admission procedure
Spring Semester	Half the amount of the Academic fees (except the Admission Fee) and Misc. Fees	April 30
Fall Semester	Half the amount of the Academic fees (except the Admission Fee)	October 20

- After enrollment, an additional charge for certain subjects will be levied. (Subjects related to the teaching profession, social education supervisor, curator, librarian, library teacher, etc.)
- From the 1st year, an annual alumni society fee will be charged. (Total 30,000 yen)
- Tuition and Fees will not be refunded. However, other fees except for the Admission Fee will be refunded if you follow the necessary procedure by the designated date.
- Consumption tax is not levied on academic fees.
- Academic fees may be revised during the duration of one's studies. For further details, please refer to the Admission Procedure Guide in 2013/ Admission for International Students which will be sent to successful applicants as well as the list enclosed with the transfer request form that is sent to students every April.

**【Access】 The School of Global Japanese Studies is scheduled to move to a new campus, Nakano Campus, in April, 2013.**

\*refer to →<http://www.meiji.ac.jp/nakano/english/>



#### From the Nearest Station to Nakano Campus

About 8 minutes on foot from Nakano Station

\*Nakano Station can be reached by three lines (the JR Chuo Line, the JR Sobu Line, and the Tokyo Metro Tozai Line) and is 4 minutes from Shinjuku Station by the rapid-service train.

#### From Major Stations to Nakano Station

Shinjuku Station	via the JR Chuo Line (Rapid)	Approx. 4 min.
Tokyo Station	via the JR Chuo Line (Rapid)	Approx. 19 min.
Otemachi Station	via the Tokyo Metro Tozai Line	Approx. 20 min.
Shibuya Station	via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid)	Approx. 15 min.
Ikebukuro Station	via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid)	Approx. 15 min.