

Meiji University School of Science and Technology

Application Guideline for Student Exchange Program

Academic Year 2024

1. Overview

This exchange program is open exclusively for students from partner institutions who aim to study at the School of Science and Technology (SST) Meiji University and transfer credits to their home institution. Applicants who meet the below criteria and is officially accepted from Meiji will be able to participate in the program for one semester to one academic year.

2. Eligibility

Applicants must meet the following criteria:

- (1) Currently enrolled as a full-time student in one of the School of Science and Technology's partner universities and is fulfilling the requirements stated in the agreement/memorandum.
- (2) Has been nominated from their home institution.
- (3) Has sufficient Japanese language proficiency to participate in courses offered in Japanese-track programs.
*Excludes applicants for I-AUD or other programs/labs conducted in English.
- (4) Has been admitted by the School of Science and Technology's faculty committee.
- (5) Applicants who wish to enroll in the International Program in Architecture and Urban Design (I-AUD) of the Graduate School of Science and Technology should also refer to the following notes:

[NOTES]

- a. I-AUD is an English-track program that requires students to have sufficient English language proficiency to participate in the offered classes. Submission of language ability certificates is not mandatory, but students are recommended to have the proficiency equivalent to TOEFL iBT 76/ TOEIC 710/ IELTS 5.5 or above.
- b. I-AUD program offers international workshops as a part of classes. Students who wish to attend shall be responsible for those expenses such as transportation and accommodation fees.

3. Fact Sheet 2024

Academic calendar, housing details, and other information about the exchange program can be found in the Fact Sheet of AY2024 from the following link:

<https://www.meiji.ac.jp/cip/english/admissions/co7mm90000000461-att/co7mm900000004fa.pdf>

4. Accommodations

Meiji University offers multiple dormitories for exchange students. Please check the above Fact Sheet for details.

[NOTES]

- (1) Cancellation fees will be charged to students who withdraw their applications after submitting the Housing Form.
- (2) Students may be placed to a different dormitory from what they have requested. However, they will not be able to refuse or decline the accommodation after the housing arrangement has been decided.
- (3) Students are not allowed to move out or change the dormitories during their occupancy period. The university will not be able to give a refund of the rent once it has been paid even in such case.

5. Courses / Syllabus/ Class Registration

Course timetable and syllabus for AY2023 can be browsed from the SST website. Please be noted that both contents are subject to change and are only reference material.

Timetable: <https://www.meiji.ac.jp/sst/grad/syllabus/index.html#title4-3>

Syllabus: <https://www.meiji.ac.jp/sst/grad/syllabus/index.html#title5-3>

Class registration will be available after arrival. Details will be announced from the SST staff individually.

6. Credit Transfer

An academic transcript will be issued and sent to partner universities during the following semester after the exchange program. Credit transfer will be decided and done by each home institution.

7. Application Documents

- (1) All application documents should be prepared in English.
- (2) Each form should be typed directly except for the signature.
- (3) Your name should be written as shown in your passport.
- (4) Applications will not be accepted from those who do not meet the eligibility or whose application materials are incomplete.
- (5) Application materials will not be returned to the applicant for any reason.
- (6) Exchange Program Coordinator of SST Meiji University may contact you if there are any incomplete or unclear contents in the provided documents.

*There are designated formats for the underlined documents. Formats can be downloaded from the SST website:
https://www.meiji.ac.jp/sst/international/student_exchange.html#title4-1

No.	Document	Notes
1	<u>Application Form</u>	<ul style="list-style-type: none"> • Type into the application form directly. • Please refer to the sample before filling out. • Make sure ALL the necessary contents are filled out. • One ID photo (4 cm × 3 cm) shall be attached. • Must be signed by the coordinator of home institution.
2	<u>Study Plan</u>	<ul style="list-style-type: none"> • Write about your study/research plan in 1,000 words or more.
3	<u>Housing Form</u>	<ul style="list-style-type: none"> • Please read the notes before filling out.
4	Academic Transcript (English edition)	<ul style="list-style-type: none"> • Submit the latest transcript that includes grades from the most recent academic year (or semester) prior to application.
5	Letter of Recommendation	<ul style="list-style-type: none"> • Only one letter is necessary.
6	<u>Certificate of Health</u>	<ul style="list-style-type: none"> • Must be completed by doctor.
7	<u>Statement of Financial Resources</u>	<ul style="list-style-type: none"> • Type into the application form directly. • Signature must be handwritten.
8	<u>Application for Certificate of Eligibility (CoE)</u>	<ul style="list-style-type: none"> • Please read the precautions before filling out. • ID photo is NOT required to be attached.

No.	Document	Notes
9	Documentary evidence on financial resources for CoE application	<ul style="list-style-type: none"> • Must submit either of the following : <ol style="list-style-type: none"> 1. Certificate of bank balance or copy of the bankbook of the applicant's account. 2. Certificate of bank balance or copy of the bankbook for the bank account of the person responsible for payment. 3. An income certificate of the person responsible for payment. 4. Certificate of scholarship funds (Disbursement period must correspond to the duration of study abroad at Meiji.)
10	Copy of Passport	<ul style="list-style-type: none"> • Submit a copy of the personal identification page. • Must be valid during the period of the exchange program.
11	Two ID photographs	<ul style="list-style-type: none"> • Please check the following link for requirements of the photo. https://www.isa.go.jp/en/applications/guide/photo_info.html • Size shall be in 4 cm × 3 cm. • No photocopies are accepted.

8. Application Period

Application documents must be submitted **BOTH** in electronic data and in hard copy from the coordinator of the home university.

◆ For Spring Semester Intake (Starting from April 2024)

- (1) **By October 2nd, 2023:** Application documents in scanned data must be submitted BY EMAIL.
- (2) **By October 13th, 2023:** Application documents in paper must arrive at SST Office BY POST.

◆ For Fall Semester Intake (Starting from September 2024)

- (1) **By February 2nd, 2024:** Application documents in scanned data must be submitted BY EMAIL.
- (2) **By February 13th, 2024:** Application documents in paper must arrive at SST Office BY POST.

9. Acceptance Result

Acceptance result will be notified to the exchange program coordinator of partner universities in December for spring intake and in May for fall intake. *Subject to change

10. Campus Location

[Ikuta Campus]

Ikuta Campus is for all undergraduate and graduate students except for those who are enrolled in the International Program in Architecture and Urban Design.

1-1-1 Higashi-mita, Tama-ku, Kawasaki-shi, Kanagawa 214-8571

https://www.meiji.ac.jp/cip/english/about/campus/ik_campus.html

[Nakano Campus]

Nakano Campus is for students who are enrolled in International Program in Architecture and Urban Design or Course in Places, Arts and Consciousness.

4-21-1 Nakano, Nakano-ku, Tokyo 164-8525

https://www.meiji.ac.jp/cip/english/about/campus/na_campus.html

11. Contact Information

[Exchange Program Coordinators]

E-mail: sstie@meiji.ac.jp

TEL: +81-44-934-7561

Office hours: [Mon-Fri] 9:00am-4:30pm [Sat] 8:30am-12:00pm

*Closed on Sundays, national holidays, and university holidays.

[Postal Mailing Address]

Meiji University

School of Science and Technology Office

1-1-1 Higashi-mita, Tama-ku, Kawasaki-City, Kanagawa, JAPAN 214-8571