



2024 Short-term Study Abroad Program For Non-degree Credit-earning students Application Guidelines



International Student Office
Meiji University

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Office Hours: 9:00-17:00 Except Saturdays' afternoon, Sunday and Public Holidays

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Personal information submitted at the time of application is used only for procedures related to course approval and other related matters. For more details, please refer to the "Meiji University Educational Corporation Privacy Policy" (https://www.meiji.ac.jp/cip/english/privacy_policy.html).

1. Introduction

This program is designed for students enrolled in higher education institutions to expand study opportunities at Meiji University. Students can earn a certain number of credits by taking prescribed courses among the courses offered at Meiji University. The maximum number of credits allowed per semester is sixteen, as long as the courses that students take do not interfere with their regular studies.

2. Eligibility Requirements

Applicants must meet both requirements ① and ② below.

- (1) Those who enrolled in an institution of higher education that offers a bachelor's degree or a degree in their home country and who meet the criteria established by Meiji University (for more details, please contact International Student Office).
- (2) Those who took the Japanese Language Proficiency Test within two years from the application starting date.

School	Requirements
School of Law	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher.
School of Commerce	A person who satisfies both of the following requirements ① and ② ① GPA 2.80 or higher score ② A person who satisfies any of the following conditions (a) or (b) (a) A person who has passed N1 or higher level of the Japanese Language Proficiency Test (b) A person who has gained 320 points or more in Japanese on the Japan study abroad Examination
School of Political Science and Economics	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level
School of Arts and Letters	A person who satisfies both of the following requirements ① and ② ① GPA 2.60 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level
School of Science and Technology	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level
School of Agriculture	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level
School of Business Administration	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level

School of Information and Communication	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher score ② A person who has passed the Japanese Language Proficiency Test N2 or higher level
School of Global Japanese Studies	[Students taking Japanese subjects] A person who satisfies both of the following requirements ① and ② ① GPA 2.80 or higher score ② A person who satisfies any of the following conditions (a) or (b) (a) A person who has passed N1 or higher of the Japanese Language Proficiency Test (b) A person who has gained 320 points or more in Japanese on the Japan study abroad Examination [Students taking English subjects] A person who satisfies both of the following requirements ① and ② ① GPA 2.80 or higher score ② A person who satisfies any of the following conditions (a) through (c) (a) A person who has gained 80 points or more in TOEFL® iBT *Only Test Date score is valid. My Best™ score is not used. (b) A person who has gained 6.0 or higher score in IELTS (Academic Module) (c) A person who has gained 169 points or more in Cambridge English Overall Score
School of Interdisciplinary Mathematical Sciences	A person who satisfies both of the following requirements ① and ② ① GPA 2.50 or higher ② A person who has passed the Japanese Language Proficiency Test N2 or higher.

◎English courses are not offered in schools other than School of Global Japanese Studies.

◎If you belong to an educational institution that does not have a GPA system, please contact International Student Office before applying.

3. Faculties, Departments and Campus / Subjects offerings

Schools・Departments	Campus	Subjects Offerings (Courses offered in Japanese only *Except for School of Global Japanese Studies)
School of Law Department of Law	First to Second year subjects at Izumi Campus	Liberal subject and Specialized teaching subjects (However, Subjects and Exercises conducted on a class basis are excluded.) For details, contact International Student Office before applying.
School of Commerce Department of Commerce	Third to Fourth year subjects at Surugadai Campus	Core courses and Other subjects (However, Subjects conducted on a class basis and Readings in Specialist Literature in Foreign Languages, etc are excluded.) For details, contact International Student Office before applying.

<p>School of Political Science and Economics Department of Political Science Department of Economics Department of Local Governance</p>		<p>Basic subjects and applied subject (However, Exercise, Interdisciplinary Colloquium, Omnibus classes, and Subjects conducted on a class basis are excluded.) For details, contact International Student Office before applying.</p>
<p>School of Arts and Letters Department of Literature Department of History and Geography Department of Psycho-Social Studies</p>	<p>First to Second year subjects at Izumi Campus</p>	<p>Seminar, Practical training, Senior thesis, and Specialized subject excluding subjects conducted on a class basis (However, there are other subjects that you are not allowed to take depending on their courses, so please contact International Student Office before you apply.)</p>
<p>School of Business Administration Department of Business Management Department of Accounting Department of Public Management</p>	<p>Third to Fourth year subjects at Surugadai Campus</p>	
<p>School of Information and Communication Department of Information and Communication</p>		
<p>School of Science and Technology Department of Electronics and Bioinformatics Department of Mechanical Engineering Department of Mechanical Engineering Informatics Department of Architecture Department of Applied Chemistry Department of Computer Science Department of Mathematics Department of Physics</p>	<p>First to Fourth year subjects at Ikuta Campus</p>	<p>As a general rule, this shall be a Specialized education subject (excluding Seminar, Experiment and Practical training). For details, contact International Student Office before filing the application. As a general rule, it shall be a Specialized education subject (excluding Exercise, Experiment and Practical training). For details, contact International Student Office before filing the application.</p>

School of Agriculture Department of Agriculture Department of Agricultural Chemistry Department of Life Sciences Department of Agri-food and Environmental Policy	First to Fourth year subjects at Ikuta Campus	As a general rule, It shall be a Specialized subject (excluding Exercise, Experiment and Practical training, and a subject related to Senior thesis). For details, contact International Student Office before filing the application.
School of Global Japanese Studies Department of Global Japanese Studies	First to Fourth year subjects at Nakano Campus	Subject in Global Japanese Studies. (However, a subject for which have a limitation the number of students is excluded.) For details, contact International Student Office before filing the application.
School of Interdisciplinary Mathematical Sciences Department of Mathematical Sciences Based on Modeling and Analysis Department of Frontier Media Science Department of Network Design	First to Fourth year subjects at Nakano Campus	As a general rule, it shall be a Specialized education subject (Excluding Special exercise, Experiment and Practical training). For details, contact International Student Office before filing the application.

※Subjects that are Inter-faculty courses are excluded from the Subjects international students are allowed to take.

4. Courses and Credits

(1) How many courses you can take

Please check with the International Student Office before applying for information on subjects offered, class schedule etc. At the time of application, subjects offered and class schedule for the academic year 2024 have not been determined; please refer to the syllabus and class schedule for the academic year 2023 when applying. Please note that you may not be able to take the courses you wish to take after the course offerings and timetable have been determined.

Please make sure to apply for ten courses per semester in the order in which you wish to take. (If there is a course that you cannot take after the course offerings and timetables have been determined, you will take a subject in the order of your preference.

Please also submit the number of courses and credits you wish to take.

The syllabus for the 2023 academic year is available as below.

https://www.meiji.ac.jp/cip/prospective/non_degree/application.html

(2) How many credits you can earn

The maximum number of credits you can earn per semester is sixteen. For the number of credits required to obtain a visa status based on being a short-term study abroad non-degree student at Meiji University, please refer to "10 Visa Status".

5. Application Procedure

(1) **Application Materials**

- ① Application form for Short-term study abroad non-degree student **[Meiji' s standard form 1]**
(Photo 1: Color front upper body without hat, 4 cm(H) x 3 cm(W) , with a photo taken within three months of application)
Please refer to < How to fill out the application form for short-term study abroad non-degree student > on the following page and the attached example.
- ② Application form for courses of your request **[Meiji' s standard form 2]**
- ③ Certificate of enrollment of the university you belong to (in Japanese or English)
- ④ Official Academic transcript (in Japanese or English, including the grades of all subjects taken from admission to application).
*Regarding ③ and ④, submit the original copies. If you cannot submit the original one, submit Certified true copy (A copy certified by a public institution such as a university, embassy, or notary office where the person is registered, that the copy has been correctly reproduced from the original). In addition, if you can only submit documents written in a language other than Japanese or English, please attach the original Japanese or English translation certified by a public institution such as an embassy or notary office to the original certificate or certified true copy.
- ⑤ A copy of the result for the Japanese Language Proficiency Test or the certificate (the Exam taken within two years of the application start date)
Copies of the Japan study abroad Study Results Notice (Only for Applicable applicants to School of Commerce and School of Global Japanese Studies, for details, refer to pages 2,3.)
- ⑥ Plan for defraying expenses **[Meiji' s standard form 3]**
- ⑦ Passport copy (The page with name, date of birth, passport number, photo, expiration date)

< How to fill out the application form for short-term study abroad non-degree student >

Download the Meiji' s standard form and put the information on your computer. After completing the form, print it, attach a photo on the paper, and submit it.

Period of Study Abroad at Meiji University	✓ Check the period your request
Kanji full name, Alphabetic full name, Furigana only for kanji	Please write your name on your passport. Please write Furigana in katakana(only for Kanji). Leave blank if you do not have a kanji name.
Date of Birth	Please write it in the western calendar.
Age	Please fill in the age <u>at the time of application.</u>
Gender	Please select one.
Nationality, Native Language	Please write your nationality and native language.
Current Address	Please write it in English. The Selection Result will be sent to the address, so please be careful not to make any mistakes.
E-mail, Phone Number	Please provide an email address and phone number where we can reach you. We may contact you urgently regarding application materials, etc.
Passport Number	Please fill in the alphabet and numbers on your passport.
University/Graduate School School • Department /Graduate School	Please fill in the name of institution of higher education you belong to.

University/Graduate School Address you belong to	Please write it in English.
Year in school	Please fill in the grade at your institution of higher education.
GPA	Please fill in the GPA <u>at the time of application.</u>
Expected date of graduation/completion After Study Abroad	Please write it in the western calendar.
Japanese Language Proficiency Test score	Check the Level of Japanese Language Proficiency Test (√) and enter the total score.
The Japan study abroad Exam "Japanese"	Applicants to School of Commerce or School of Global Japanese Studies who are also applying for the Japan study abroad Exam in Japanese should enter their score.
Academic Background	Please write down all your educational background from high school graduation to the present. For the school name, please enter the official n school name as it appears on the certificate. Please enter the same year and month of enrollment and graduation as shown on the certificate.
Information about the agreement at your university	Please write down the major universities with which your university has agreements. Please separate universities in Japan and universities in other countries.
Parent information, Relationship	In principle, the guardian must be the parents of the applicant. The applicant should complete it even if you are over 20 years old. Please write the address in English, and specify the relationship to the applicant.

(2) **Application period and method**

Enrollment	Application Cycle	application method
Spring 2024 (Starts in April)	September 1- 15, 2023	Please submit the application documents (1) to (7) in PDF format as an attachment to an e-mail. Email: kamokuto@meiji.ac.jp
Fall 2024 (Starts in September)	February 2- 16, 2024	

6. Program Dates

The Program period of the short-term study abroad non-degree student is one semester from the enrollment.

- ① Spring 2024: April 2024 to September 2024 (6 months)
- ② Fall 2024: September 2024 to March 2025 (6 months)

However, in either case, if the faculty committee of your school approves, the student may extend the enrollment period only once, for six months (one semester) in principle. In this case, a new procedure is required.

7. Selection and Announcement

Enrollment	Selection	Acceptance Announcement
2024 Spring (Starts in April)	Document Screening	Notify by mail to each applicant by mid-January 2024
2024 Fall (Starts in September)	Document Screening	Notify by mail to each applicant by mid-June 2024

8. Enrollment Procedure and Courses Registration

Please follow the instructions for enrollment procedures sent to your address with the notice of acceptance announcement.

(1) Submission date of Enrollment Materials

Enrollment	Submission date of Enrollment Documents	Mailing address
2024 Spring (Starts in April)	January 23, 2024 [Must arrive by mail]	1 -1 Kanda-surugadai, Chiyoda-ku, Tokyo 101-8301 Japan International Student Office – Non-degree Student Desk Meiji University
2024 Fall (Starts in September)	June 21, 2024 [Must arrive by mail]	

※ Please send it by registered airmail such as EMS.

(2) Enrollment Documents

- ① Enrollment procedure registration card (Meiji' s standard form)
- ② 4 photos (Color front upper body without hat, 4 cm(H) x 3 cm(W) , with photos taken within three months of application)
Used for non-degree student ID, etc.
- ③ Predetermined Fee (Admission Fee, Tuition, Experimental Lab Fee)
- ④ A copy of overseas remittance request form
- ⑤ A copy of your passport
- ⑥ Documents related to the application for Certificate of Eligibility
- ⑦ Documents supporting the amount of payment stated in the application for Certificate of Eligibility (any of the following). (One of these documents must be in Japanese or English)
 1. Certificate of the balance in a bank account in the name of the applicant or payer
 2. Copies of all pages and facing pages of the back cover of the bankbook of the applicant or payer
 3. Certificate of income in the name of the payer
 4. Certificate of receipt of scholarship (please make sure that the period of receipt matches the period of study abroad)
- ⑧ A certificate of residence (Please register as a resident at the ward (city) office where you live after you arrive in Japan and have it issued. Please do not submit a Certificate of Residence with your My Number.)

(3) Course Registration

Please register at the International Student Office after enrollment.

9. Admission Fee, Tuition, and Experimental Lab Fee

Admission fees, Tuition, and Experimental lab fees for the 2024 academic year are as follows (if you continue to enroll in the spring semester of 2025 due to an extension of your enrollment period, We will inform you again)

Please note that the admission fee, registration fee, and Experimental Lab fee paid once will not be refundable for any reason.

(1) Admission Fee 20,000 yen

Those who have continued from the previous year are exempt from the admission fee.

(2) Registration fee (per credit)

School of Law/ School of Commerce/ School of Political Science and Economics/ School of Arts and Letters / School of Business Administration/ School of Information and Communication 25,000Yen

School of Science and technology / School of Agriculture (Department of Agriculture , Agricultural Chemistry , Life Sciences) / School of Interdisciplinary Mathematical Sciences 34,000 yen

School of Agriculture (Department of Agri-food and Environmental Policy) 31,500 yen

School of Global Japanese Studies 29,500 yen

(3) Experimental Lab Fee (per credit)

School of Science and technology (excluding Department of Mathematics)/ School of Agriculture (Department of Agriculture , Agricultural Chemistry , Life Sciences) / School of Interdisciplinary Mathematical Sciences (Department of Frontier Media Science , Network Design) 15,000 yen

School of Science and technology (Department of Mathematics) 12,000 yen

School of Agriculture (Department of Agri-food and Environmental Policy) 7,500 yen

School of Interdisciplinary Mathematical Sciences (Department of Mathematical Sciences Based on Modeling and Analysis) 8,500 yen

10. Visa Status

Student of Short-term study abroad at Meiji University needs a "College Student" status or an appropriate residence status such as Diplomacy, Official, or Dependent status.

The temporary residence status like "Temporary Visitor" is not acceptable. Students must enroll in at least six courses (10 hours per week or more) to qualify for "College Student" status. Students who wish to have Meiji University apply on your behalf will be notified of the procedures and other details shortly after The courses of your request are approved.

11. Notes for Applicants

(1) Non-degree student ID will be issued to those who have completed the enrollment procedures. (Return to International Student Office at the end of your enrollment period.)

In case of loss of one, a re-issuance fee (2,000 yen) costs.

(2) For those who pass the examinations for the subjects they have taken, We'll give credits of the subjects, and a certificate of credit acquisition upon the student's request.

(3) Short-term study abroad non-degree students may use Libraries and study rooms at Meiji University

- after receiving the Non-degree student ID.
- (4) Short-term study abroad non-degree students may use media-related facilities after receiving the Non-degree student ID.
 - (5) Neither a Student commuter certificate (for a Student commuter passe) nor a student discount coupon will be issued to short-term study abroad non-degree students.
 - (6) Information on short-term study abroad non-degree students will be put up on the bulletin boards of the relevant schools.
 - (7) Register is necessary for logging in to the educational support system (Oh-o! Meiji System). Please reach out to your school office for registration. The URL for the Oh-o! Meiji System is as below.
<https://oh-o2.meiji.ac.jp/portal/index>
 - (8) Please note that We may revoke the permission for the class if the class is not open.
 - (9) In addition to the provisions of this guideline, the provisions regarding regular students stipulated in the University's Academic Regulations apply mutatis mutandis to short-term study abroad non-degree students. However, the provisions of Article 45 shall not apply mutatis mutandis.
 - (10) Meiji University will not provide any scholarship, housing, guarantor, or other benefits to a student based on being a short-term study abroad non-degree student. In addition, the students are not eligible for student life support services such as on-campus clinics.

12. Contact Information

International Student Office Short-term Program For Non-degree Credit-earning students	TEL: + 81-3-3296-4488 Fax: +81-3-3296-4360 E-mail: kamokuto@meiji.ac.jp
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13. Academic Calendar and Class Time

(1) Academic Calendar

※The following is the 2023 version (For your reference). The 2024 edition has not been determined.

[Spring Term]

Spring Semester cycle	April 1 - September 19
Course	April 8 - July 21
First half intensive courses (S1)	April 8 - June 2
Second half intensive courses (S2)	June 3 - July 21
Temporary closing (class cancellation)	May 1, May 2
Final Examination	July 22 - July 31
Summer Break	August 1 - September 19

[Fall Term]

Fall Semester cycle	September 20 - March 31
Course	September 20 - January 23
First half intensive courses (F1)	September 20 - November 14
Second half intensive courses (F2)	November 15 - January 23
Meiji University Festival	November 1 - November 7

* All classes are canceled during the period.

Winter Break	December 25 - January 7
Meiji 142th Anniversary	January 17
Final Examination	January 24 - February 3
Spring Break	February 4 - March 31

*The academic calendar is subject to change due to the effects of the new coronavirus infection. Please always pay attention to the bulletin boards of the relevant schools for details and manage your schedule.

(2) Class Time

Class Time	first period	second period	third period	fourth period	fifth period	six periods
Time Slot	9:00~ 10:40	10:50~ 12:30	13:30~ 15:10	15:20~ 17:00	17:10~ 18:50	19:00~ 20:40
Module #	a b	a b	a b	a b	a b	a b

**Each class is 100 minutes long but is divided into two "modules" (a and b), each 50-minute unit. In addition to this, there are morning modules (8:00-8:50), lunch modules (12:35-13:25), and night modules (20:50-21:40) as supplementary time schedules.

14. Access to Meiji University

○ **Surugadai Campus** : 1-1 Kanda Surugadai, Chiyoda-ku, Tokyo 101-8301

School of Law / Commerce / Political Science and Economics / Arts and Letters: Liberty Tower 4th floor
 School of Business Administration / Information and Communication : Liberty Tower 5th floor

- 3 min. walk from Ochanomizu Sta. on JR Chuo and Sobu Lines and Tokyo Metro Marunouchi Line
- 5 min. walk from Shin-ochanomizu Sta. on Tokyo Metro Chiyoda Line
- 5 min. walk from Jimbocho Sta. on Toei Subway Mita Line, Shinjuku Line, Tokyo Metro Hanzomon Line

○ **Izumi Campus** : 1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555

School of Law / Commerce / Political Science and Economics / Arts and Letters / Business Administration / Information and Communication: The first floor of Building No.1 (Administration Offices)

- 5 min. walk from Meidaimae Sta. on Keio Line

○ **Ikuta Campus** : 1-1-1 Higashimita, Tama-ku, Kawasaki, Kanagawa 214-8571

School of Science and Technology / Agriculture : First floor of Main Building (Administration Offices)

- 10 min. walk from Ikuta Sta. South Exit on Odakyu Line (Semi-express, Commuter Semi-express, or local train).

*From Shinjuku direction: Take the rapid express (about 15 minutes) or express (about 20 minutes) and get off at Noborito Sta., Change to a semi-express or local train at the second stop (approx. 5 minutes).

*From Odawara direction: get off at Shin-Yurigaoka Sta. and transfer to a commuter semi-express, semi-express, or local train at the third stop (about 7 minutes)

○ **Nakano Campus** : 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525

School of Global Japanese Studies/ Interdisciplinary Mathematical Sciences : Low-rise building, 3rd floor

- 8 min. walk from Nakano Sta. on JR Chuo Line, Sobu Line, Tokyo Metro Tozai Line

