

Graduate School of Advanced Mathematical Sciences

Mathematical Sciences Program

Frontier Media Science Program

Doctoral Program

Application Guideline

(English Track: Exam Type-A and Type-B)

Enrollment for April 2024



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The personal information submitted for admission or enrollment procedures will be used only for admission purposes such as the screening, admission decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. So your personal information may be provided to the agency. In addition, anonymous statistical information will be only used for surveys for admission procedure and educational improvement at Meiji University. Due to the necessity of student registration and statistical processing after admission, Meiji University will minimize the acquisition of gender information to the minimum necessary and handle it carefully within a bounded scope.

1. Admission Policy

【Mathematical Sciences Program】

The Doctorate Program at the Mathematical Sciences Program proactively grants admission mainly to students with the following qualities or motivation in order to pursue the concept of “mathematical sciences that send messages to society and contribute to it” by elucidating complicated systems in various areas of society:

- those who have an intention to actively address learning and research activities with intellectual curiosity about the elucidation of phenomena; and
- those who are highly motivated to be a researcher who can play a leadership role in society or highly sophisticated professionals utilizing mathematical knowledge and the ability to think logically and willing to strive for success at an international level in their career.

With the above ideals of desirable students in mind, we administer Type A-entrance examinations, which are research presentation-type examinations, and Type B-entrance examinations for international students residing abroad, and make selections of graduate students in order to individually or comprehensively determine these qualities or motivation.

Descriptions and levels of knowledge or other qualities required are as follows:

- to have acquired the academic ability in mathematics and mathematical science that should be learned by the time the student completes a master’s degree program at a university of science and technology whether in Japan or in a foreign country; and
- to have sufficient academic ability in a specific field irrespective of the department or graduate school from which the student graduated, a grounding helpful to understand mathematical science, and an aptitude for thinking logically.

【Frontier Media Science Program】

The Doctorate Program at the Frontier Media Science Program aims to be a world-class hub for education and research in the field of new information science that generates frontier media technology using mathematical-scientific approaches, enriches life in spiritual aspects by giving people a sense of satisfaction and interesting them, contributes to social and cultural advancement, and moves and inspires people. To pursue this aim, we proactively grant admission mainly to students with the following qualities or motivation:

- those who have an intention to actively address learning and research activities with intellectual curiosity about information media systems with consideration for human sensibility and psychology; and
- those who are highly motivated to be a researcher who can play a leadership role in society or highly sophisticated professional utilizing mathematical knowledge and the ability to think logically, and willing to strive for success at an international level in their career.

With the above ideals of desirable students in mind, we administer research presentation-type entrance examinations, and make selections of graduate students in order to individually or comprehensively determine these qualities or motivation.

Descriptions and levels of knowledge or other qualities required are as follows:

- to have acquired the academic ability in mathematics, information technology and programming that should be learned by the time a student completes a master's degree program at a university of science and technology whether in Japan or in a foreign country;
- to have sufficient academic ability in a specific field irrespective of the department or graduate school from which the student graduated, a grounding helpful to understand mathematical science and ICT, and aptitude for thinking logically; and
- to be rich in creativity.

2. Enrollment Quota, School and Exam Type

Enrollment Quota	School	Exam Type
5	Mathematical Sciences Program	Type A and B
6	Frontier Media Science Program	

*The above numbers are the total number of students to be admitted for all entrance examinations for 2024 admission.

3. Examination Categories and Schedules

(1) Examination type / Screening method

Examination type	Application Conditions	Screening method
Type-A	A. Currently engaged in research activity at a university or institution in Japan.	①Research Presentation (15 min.) ②Interview (10 min.) at Nakano campus in Meiji University
	B. Currently engaged in research activity at a university or institution abroad, but <u>cannot</u> submit recommendation documents when applying.	
Type-B Pre-arrival Admission	Currently engaged in research activity at university or institution abroad and <u>can</u> submit recommendation documents when applying. (Please also see “4. Eligibility and Requirements”)	Document Screening (Application Form, Research Plan, Recommendation Letters, Research Achievements etc.)

Notes:

- Exam schedule for Type-A applicants will be sent together with “Exam Admission Card.”
- In the presentation, explain about your past and/or current research, plans for future research, etc.
- Please bring your own computer and adapters if this is necessary for your presentation.
A projector and VGA/HDMI cable will be arranged by the university. Applicants can confirm that operation at a waiting room on the examination date. The university’s internet facility (Wi-Fi) will not be available for use.
- Type-B applicants will be selected by document screening so that those are not required to visit Meiji for screening. All successful applicants are required to come to Japan by the end of March.

(2) Application period / Examination Schedule

Examination type	Application Term		Screening Fee Payment Term	Exam Date	Announcement of Result	Enrollment Registration Deadline
Type-A & Type-B	I	June 5 to June 16	May 29 to June 16	July 15	July 19	November 30
	II	November 20 to December 1	November 13 to December 1	January 20 2024	January 23 2024	March 8 2024

*Exam Date is for Type A applicants only.

*If a physical or mental disability requires special consideration when taking examination, please

inquire at the Nakano Academic Affairs Office three weeks prior to the application period.

4. Eligibility and Requirements

Applicants must be foreign nationals (non-Japanese) and must have completed primary and secondary education abroad. In addition, you must meet one of the following conditions:

- (1) Have graduated from a university with a Bachelors' Degree (or equivalent), and have been conferred a Master's Degree (or Professional Degree) or will be conferred this by March 31, 2024 from a foreign university.
- (2) Have graduated from a university with a Bachelors' Degree (or equivalent), and have been conferred a Master's Degree (or Professional Degree) or will be conferred this by March 31, 2024 as an international student from a Graduate School in Japan.
- (3) Those whose criteria is recognized individually by the Graduate School of Advanced Mathematical Sciences, and will reach the age of 24 by March 31, 2024. (see "Note" below).

*Those who have attended part of primary and secondary education in Japan may be deemed eligible to apply. If you have any questions about your eligibility, please undergo prior verification of application qualification.

Notes:

In case of (3) above, the graduate school will evaluate your qualifications before your application is officially accepted. Please send documents below by June 2 for Term I screening and November 17 for Term II screening. Also, please do not remit the screening fee until you are informed that your application has been accepted.

[Documents required for the evaluation of application qualification]

- 1) "Request for Verification of Application Qualification" (Prescribed Form)
- 2) All Application documents (see page 10)
- 3) Other documents if requested by the Graduate School

5. Residence/Visa Status

Applicants residing **in** Japan at the time of application must be those who are eligible to hold a residence status of "College Student" or equivalent for a purpose of pursuing studies under the Immigration Control and Refugee Recognition Act.

Applicants residing **outside** Japan at the time of application must be those who are able to gain a visa with a "Certificate of Entrance Examination" issued by the Graduate School of Meiji University and must be able to enter Japan by the designated date. If you wish to apply for this visa, please contact the Nakano Academic Affairs Office in advance for details.

6. Application Procedure

Type A

(1) Application Process

Screening fee must be paid before sending the application documents.

If you are sending **from Japan**, please send all application documents by express and registered mail to the address below. Application documents must be postmarked at a post office by the application

deadline. If you are sending **from abroad**, please send by EMS (Express Mail Service) or other express courier service (e.g. FEDEX, DHL, etc.) and Application documents must arrive at Nakano Academic Affairs Office by the application deadline.

After due consideration about the number of days to send please send out with time to spare. Application materials cannot be returned or replaced once submitted.

Send to:

Meiji University, Nakano Academic Affairs Office (Graduate School of Advanced Mathematical Sciences) 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan

Screening Fee

Please complete the payment until the application deadline. Screening fee will not be refunded once paid.

Screening Fee: **TYPE-A : 35,000 JPY**

Payment Methods of Screening Fee

Type A applicants can choose either of the following payment methods. Note that Method 1 and Method 2 are offered only in Japanese.

Method 1: Paying from a Financial Institution in Japan (excluding the Japan Post Bank)

[1] Fill out the Screening Fee Payment Forms (Forms B,C,D)

[2] Make a payment at the counter of the financial institution via “telegraphic transfer”

- Transfer can be made only in cash. Checks, securities, and payment through ATMs will not be accepted.
- No transfer commission fees will be charged if the payment is made at the main office or a branch office listed in the Screening Fee Payment Form.
- Payment can be made before the application period.

[3] Upon completion of payment, please make sure that the financial institution put a receipt stamp on the designated place on Form B and C. Forms with no receipt stamps will be invalid.

[4] Detach Form B and send it to the Nakano Academic Affairs Office along with the other application materials.

[5] Keep Form C and D at hand.

Method 2: Paying from a Convenience Store in Japan (Lawson, 7-Eleven, Family Mart or Mini Stop)

[1] Payment can be made through Lawson, 7- Eleven, Family Mart and Mini Stop.

- Commission fees will be charged when making the payment.
- Payment can be made only during the application period.
- For any inquiries regarding the payment procedure, please check the “E-Payment Service” website (<https://e-shiharai.net/>) (in Japanese only)

[2] Upon completion of payment, receive a receipt certifying your payment (収納証明書) and paste it on the designated place of Form B. No attachment will be considered invalid.

[3] Detach Form B and send it to the Nakano Academic Affairs Office along with the other application materials.

[4] Keep Form C and D at hand.

□ **Method 3: Paying by Credit Card/Chinese Payment Service**
(VISA, Mastercard, JCB, American Express, or Union Pay)

- [1] Refer to the “How to make the Payment for the Examination Fee by Credit Card and Union Pay” on the following page.
 - Commission fees will be charged when making the payment.
 - Payment can be made only during the application period.
 - For any inquiries regarding the payment procedure, please check the “E-Payment Service” website (<https://e-shiharai.net/ecard/>)
- [2] Upon completion of payment, access the “Confirmation of Completed Payment” (申込内容照会) at the E-Payment Service website and print out a receipt that certifies your payment (収納証明書). Paste the receipt on the designated place of Form B. No attachment will be considered invalid.
- [3] Detach Form B and send it to the Nakano Academic Affairs Office along with the other application materials.
- [4] Keep Form C, D, and “Confirmation of Completed Payment” at hand.

Meiji University Graduate Schools

How to make the Payment for the Examination Fee by Credit Card, and Union Pay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, and Union Pay.



Web Application - Online Transaction

Access

<https://e-shiharai.net/ecard/>



You can access from our website too!

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management. Click "Agree", located in the lower part of this page, if you agree with these terms. Click "Not agree", located in the lower part of this page, if you do not agree with these terms.

3. School Selection

Click "Meiji University (Graduate Schools)".

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Select your First to Fourth choices and click "Add to Basket"

6. Basket Contents

Check the contents and if they are OK, click Next.

7. Basic Information

Input the applicant's basic information. Choose your credit card and click "Next".

Paying by Credit Card

Input Credit Card number (14~16-digits), Security Code and Expiration Date.

All of your application information is displayed. Check and click "Confirm".

Click the "Print This Page" button and print out the "Result" page.

Paying by Union Pay

All of your application information is displayed. Check and click "Confirm".

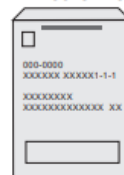
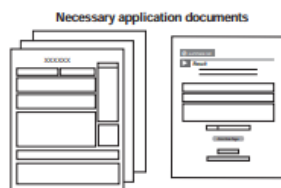
Follow the onscreen instructions to complete the card payment. Please write down the "Receipt Number" given when you complete your application.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Input enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.



[NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.

- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

□ **Method 4: Paying by Overseas Remittance from Outside Japan**

[1] Check the notes below before taking the remittance procedure

- Commission fees of both your local bank and Meiji University's bank will be charged for the overseas remittance, and the payer is responsible for all of such fees.
- Make sure the total amount of fees at your local bank. Screening fee will not be refund once it is paid.
- Screening fee must reach the University's bank account by the application deadline. It may take one week or more for remittance. Applicants are strongly advised to make the remittance well in advance.
- Payment can be accepted before the application period.
- If there is any shortage of fees that reached the University's bank account, your application will be regarded as "withdrawal" and no fees will be refunded.
- Applicants will be responsible for any troubles/problems/accidents occurred through the remittance which may cause failure of payment. No fees will be refunded in such cases.

In addition to the screening fee, applicants are required to pay the following:

1. Handling charges at your local bank
2. Handling charges for remittance service at Meiji University's bank
3. Any additional fees (if required)

[2] Make the remittance referring the below information

Type of Remittance (送金種類)	Telegraphic Transfer (電信送金)
Currency (通貨)	Japanese Yen (日本円)
Method of Payment (支払方法)	Advise and pay (通知払)
Yen exchange charge (円為替手数料)	Remitter's Account (依頼人負担)
Remittance charge (被仕向送金手数料)	Remitter's Account (依頼人負担)
Purpose of payment (送金目的)	Screening Fee (入学検定料)
Paying Bank/銀行名	SUMITOMO MITSUI BANKING CORPORATION 三井住友銀行
Branch /支店名	KANDA Branch /神田支店
Bank Address /銀行住所	3-12 Kanda Ogawamachi, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田小川町3-12
Payee's a/c No. /受取人口座番号	Ordinary Account 219-147151 店番号219 普通預金147151
Payee /受取人	Meiji University 明治大学
Address /受取人住所	1-1 Kanda Surugadai, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田駿河台1-1
Swift Code /スウィフトコード	SMBCJPJT
Message to Beneficiary:	"PAY IN FULL"

*Remitter's name must be written exactly the same as shown on the applicant's passport. If the remitter is different from the applicant, please write the remitter's name in the message column.

[3] Send an email to the Nakano Academic Affairs Office (ams@mics.meiji.ac.jp) after completing the remittance.

Please include the following information in the email:

Title: “Overseas Remittance for AMS Application”

Content:

- | | |
|--|--------------------------|
| (1) Applicant Name | (6) Name of Remitter |
| (2) Gender | (7) Date of remittance |
| (3) Birthdate and year | (8) Contact phone number |
| (4) Intended Program Name | |
| (5) If the remitter is not an applicant himself/herself, indicate the relationship | |

[4] Submit the following documents along with other application documents:

(1) Screening Fee Payment Forms (Forms B - D)

Fill out the necessary items in the Screening Fee Payment Forms (Forms B - D) prescribed by the University and submit them as part of the application documents. **Do not use the Screening Fee Payment Forms (Forms B - D) for the remittance.**

(2) Copy of the “Application for Remittance”

An “Application for Remittance” will be issued by the financial institution upon remittance. Keep the original as evidence of the remittance and send a copy to Meiji University.

Type B

How to Apply

Screening fee must be paid before sending the application documents.

[1] Documents **must arrive** in the Nakano Academic Affairs Office by the application deadline.

[2] **The application documents should be sent by postal mail ONLY.**

[3] The application documents need to reach the following address by EMS (Express Mail Service) or other express courier service (e.g. FEDEX, DHL, etc.)

[4] Late submissions cannot be accepted for any reasons.

[5] Application materials **CANNOT** be returned or replaced once submitted.

Send to:

Meiji University, Nakano Academic Affairs Office (Graduate School of Advanced Mathematical Sciences) 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan

Screening Fee

Please complete the payment until the application deadline. Screening fee will not be refunded once paid. Late payment after the deadline is invalid.

Screening Fee: **TYPE-B : 15,000 JPY**

7. Application Documents

If any of the documents or information are missing, have errors, or/and incomplete, the application will be declined and no screening fees will be refunded. Please refer to the following notes when preparing the materials.

Notes:

- All forms must be typewritten or neatly handwritten in block letters using black ink. Please do not use any erasable writing materials such as erasable pens.
- The documents need to be written in print by the applicant on his/her own.
- The name on the application documents must be written the same as shown in the applicant's passport verbatim.
- Late submissions cannot be accepted for any reason.
- Columns with asterisks (*) should be left blank.
- If you fail to provide true information on application documents, your admission will be declined even if you pass the entrance examination.
- Do not detach Forms B, C and D before filling out.
- Use western calendar years.
- Once the application documents are submitted and payment is completed, documentation and screening fees will not be returned under any circumstances.
- We may contact you regarding your application if necessary. Please check your email regularly until admission results are announced. Furthermore, please add our email address (ams@mics.meiji.ac.jp) to the list of safe senders to ensure that you receive important messages.

*Prescribed Forms can be downloaded from the AMS website:

https://www.meiji.ac.jp/cip/english/graduate/ams/application_documents.html

Type	Application Documents	Prescribed Form	Prepared by Applicant	Number refers to list on P. 12
Type-A	Application Forms A and B	○		①, ②, ③
	Application Form for Admission of International Students to Meiji University (Form 1)	○		③, ④
	Research Plan	○		⑤
	Certificate of (expected) Graduation of all universities attended ※only graduates of Japanese universities		○	⑦
	Certificate of (expected) Degree ※only graduates of foreign universities		○	⑧
	Official Academic Transcripts of All Colleges and Universities Attended		○	⑨
	Statement of Financial Resources	○		⑩
	Passport Copy		○	⑪
	Copy of Resident Card (Residents of Japan only)		○	⑫
	English Test Score (TOEFL iBT® or IELTS™) *Only foreign students whose native language is not English		○	⑭
	Language Proficiency Sheet	○		⑮
	Application Documents Checklist (Type A · Type B)	○		⑰
Type-B	Application Forms A and B	○		①, ②, ③
	Application Form for Admission of International Students to Meiji University (Form 1)	○		③, ④
	Research Plan	○		⑤
	Recommendation Letter (2 types)(SEALED)	○		⑥
	Certificate of (expected) Graduation of all universities attended ※only graduates of Japanese universities		○	⑦
	Certificate of (expected) Degree ※only graduates of foreign universities		○	⑧
	Official Academic Transcripts of All Colleges and Universities Attended		○	⑨
	Statement of Financial Resources	○		⑩
	Passport Copy		○	⑪
	Research Achievements (maximum 3 papers)		○	⑬
	English Test Score (TOEFL iBT® or IELTS™) *Only foreign students whose native language is not English		○	⑭
	Language Proficiency Sheet	○		⑮
	Copy of 「Application for Remittance」 (only for payments made from abroad)		○	⑯
	Application Documents Checklist (Type A · Type B)	○		⑰

Application Documents

① Application Form A

Please refer to P. 17 for information on how to fill out “Application Form A.”
Also, see example for “Application Form A” when filling out the document.

② Form B

Please refer to 〈6.Application Procedure〉 on page.4 for further details.

③ Color Photo

Photos must be 2 identical passport size color photos taken in the last 3 months (4cm×3cm).
Photos should be against a plain background with a full frontal view of the face, neck and shoulder top.
Photos printed by personal color printers (inkjet printers) will **NOT** be accepted.
Affix the photos on “Application Form A” and “Application Form for Admission of International Students to Meiji University (Form 1)”.
The same photo will be printed on the Student ID Card.

④ Application Form for Admission of International Students to Meiji University (Form 1)

1. In the ‘Emergency Contact Information’ section, please write the name of the person residing in Japan who can be contacted in case of an emergency. If you do not have any acquaintances in Japan, you can appoint relatives residing abroad. In the ‘E-mail’ section, please write e-mail address which can be certainly contacted with you regarding application documents.
2. Frontier Media Science Program applicants should write the name of the faculty member whom you wish to receive supervision, and also Type-A applicants only must receive approval stamp from this supervisor.
3. In the ‘Educational Background’ section, please write ALL of your educational background (including expected graduation) in detail beginning with primary (elementary) school. Include any experience of attendance at a Japanese school.
4. The ‘Work Experience’ section should only include full-time jobs.

⑤ Research Plan

Please follow the instructions for each item and be as specific as possible in the box.
If you use a Word document, please paste it into the box.

⑥ Recommendation Letters (Type-B only)

Please submit the original documents of both ① and ② written by your current supervisor or last academic supervisor at the university, research institution, etc. to which you belong. The letter must be written in either English or Japanese.

The letter must be enclosed and sealed in an envelope. (The letter which are NOT enclosed and sealed are invalid.)

- ① Applicant Evaluation Form
- ② Recommendation Letter concerning the Applicant’s Academic Work

Application Documents

- ⑦ Certificate of (Expected) Graduation of All Universities Attended.
- ⑧ Certificate of Degree(Those who graduated from a foreign university)
- ⑨ Official Academic Transcripts of All Colleges and Universities Attended

1. Submit the certificate for all universities you attended.
2. If you graduated or expect to graduate from universities overseas, submit an official academic transcript and a certificate of degree. You do not need to submit a certificate of graduation.
3. Must be the ORIGINAL document issued by the university. No copies can be accepted.
If you are unable to submit the originals, certified true copies by the (expected) graduated university, an embassy, or other governmental organizations will be accepted. Copies of certificates that have not been notarized will not be accepted. Please refer to the “Flowchart for ⑦,⑧ and ⑨” on the next page.
4. Certificates and Academic transcripts need to be written in either English or Japanese. If the documents are written in other languages, a Japanese or English translation, notarized by an embassy or other governmental organizations, needs to be attached. Please refer to the “Flowchart for ⑦,⑧ and ⑨” below.
5. All documents must include the applicant’s name, date of birth, date of entrance and graduation.
【Note】 Please make arrangements for the notarization of documents in advance as the process may take a long time.

< **Flowchart for ⑦, ⑧ and ⑨** >

Can you submit original certificates and transcripts?	What language are certificates and transcripts written in?	Required Procedure	Documents to be submitted
YES	English or Japanese	N/A	Original
	Other than English or Japanese	Translate the documents into English or Japanese and ask an embassy or other governmental organizations to notarize the translations. Ask them to certify that this translation is consistent with the original.	The original certificates and transcripts written in a language other than English or Japanese, AND The original documents of the English or Japanese translation with notarization.
NO	English or Japanese	Request (expected) graduated university, an embassy, or other governmental organizations to issue a certified true copy of your certificates and transcripts.	A certified true copy of certificates in English or Japanese.
	Other than English or Japanese	Request (expected) graduated university, an embassy, or other governmental organizations to make a certified true copy of your certificates and transcripts. AND Translate the documents into English or Japanese and ask an embassy or other governmental organizations to notarize the translations.	The certified true copy of certificates and transcripts written in a language other than English or Japanese, AND The original documents of the English or Japanese translation with notarization.

In case you graduated or expect to graduate from a university in China*, the flowchart above does not apply. Please refer to [NOTE] on the next page.

***Excluding Hong Kong, Taiwan, and Macau.**

Application Documents

[NOTE] For those who graduated or expected to graduate from a university in China

I Those who are expected to graduate from his/her university at the time of application.

Submit the following original certificates in English or Japanese issued by your university.

- Official Certificate of Expected Graduation and Degree
- Official Academic Transcripts issued within 3 months from the application deadline

★ Make sure to submit documents mentioned the “II Those who have graduated from your university” immediately once you graduate.

II Those who graduated from his/her university

Submit each original certificate issued by the appropriate institutions below.

[Note] It takes time from application to issuance.

⑧ Official Certificates of Degree

Applicants need to submit the following (1) and (2).

(1) An official certificate of degree written either in Japanese or English issued by the university from which you graduated

(2) Certificate of Degree issued by CHSI (either in English or in Chinese)

- Submit either of the following certificate issued.

- 「Online Verification Report of Higher Education Degree Certificate」 (English)
- 「中国高等教育学位在线验证报告」 (Chinese)

- Have the Certificate of Degree verified by CHSI (China Higher-education Information and Student)

[How to apply for CHSI verification]

- Access to <https://www.chsi.com.cn/en/pvr/> and apply for the credential verification either in English or in Chinese.

- Have the CHSI send the electronic application report DIRECTLY to the Graduate School of Meiji University (ams@mics.meiji.ac.jp). Only the emails sent by the CHSI will be considered valid, and those forwarded by the applicants will not be accepted.

- After applying, write the application date to the “Application Documents Checklist”.

⑨ Official Academic Transcripts

Submit the original Transcript of Academic Records in English issued by CHSI or CHSI Agency in Japan.

Access the website below and apply for the “Verification Report of China Higher Education Student’s Academic Transcript” (DO NOT the “Online Verification Report”).

CHSI: <https://www.chsi.com.cn/en/pvr/>

CHSI Agency in Japan: <http://www.chsi.jp/>

■ Email address: ams@mics.meiji.ac.jp

- Request the institution to send an electronic verification report via email or send the original verification report directly to the Graduate School of Meiji University by post (By post is CHSI Agency in Japan only) . We ONLY accept either an e-mail/postal mail sent directly by the institutions and the email/postal mail that is forwarded to the University by the applicants is invalid.

- Make sure to put down the application date in the “Checklist for Application Documents”.

Application Documents

⑩ Statement of Financial Resources

1. Fill in the financial resource for admission, tuition, and other necessary fees. Make sure that the total amount will be enough to cover the tuition and living expenses for one year.
2. Document must be signed by the applicant.
3. Refer to page 22 for details on the tuition fees.
4. When you obtain or renew your visa when entering Meiji University, you will need to submit documents to the Immigration Bureau that certifies your expenses during your stay in Japan, You may not be able to have the visa issued if you fail to submit, so please make a sufficient plan before applying.

⑪ Passport Copy

Submit a copy of your passport page with your name, birth date, passport number and photo.

⑫ Copy of Resident Card (Residents of Japan only)

Submit a front and rear copy of your resident card.

⑬ Research Achievements (Type-B only)

Submit maximum of THREE academic papers related to your research work and achievements.
(e.g. academic articles, publications, academic presentations, patent, etc.)

⑭ TOEFL iBT® or IELTS™ Score Card

All non-Japanese applicants whose native language is not English must submit a TOEFL iBT® test score or IELTS™ test score. The test score is only valid if the test date is within the past two years before the entrance exam date.

How to submit TOEFL iBT® test score:

Complete (1), (2) and (3) procedures below:

(1) Sending Institutional (Official) Score Report

Must be sent directly from ETS (Educational Testing Service) in the U.S., to Graduate School of Meiji University. The registered university code No. which is necessary for the direct sending to Graduate School of Meiji University is 5132.

(2) Notifying Appointment number (Registration number)

Write Appointment number (registration number), date when you complete direct sending procedures, and the test date on Application Documents Checklist.

[If you apply for direct sending AFTER taking TOEFL]

Appointment number is shown on Test taker report section of “My TOEFL Home” on the ETS website.

[If you apply for direct sending BEFORE taking TOEFL]

Check via “View My Orders” on the section confirming direct sending of the score of “My TOEFL Home” on the ETS website.

Application Documents

(3) Test Taker Score Report (Downloadable PDF from your ETS account personal page)

Submit Test Taker Score Report with other Application Documents by the application deadline.

Note 1) It may take a long time before the Official (Institutional) Score Report is sent after requesting direct sending. You should request to ETS six (6) weeks before or earlier the submission deadline.

Note 2) Check the website of ETS or ETS Japan for requesting score procedures.

Note 3) Only the iBT score shall be valid.

Note 4) Paper Edition is acceptable.

Note 5) Home Edition is not acceptable.

Note 6) MyBest™ score is not acceptable.

If you cannot submit this, submit the following 3 documents.

1. Reason explaining why you cannot submit a TOEFL iBT® or IELTS™ test score
2. Other English Language Test Report you have taken
3. A reference letter written by your supervisor explaining your English ability and explaining about the test score (above “2.”) that you are submitting.

⑮ Language Proficiency Sheet

Please select your language level and fill in the form.

⑯ Copy of 「Application for Remittance」

If you have paid the screening fee from abroad, submit a copy of the Application for Remittance.

⑰ Application Documents Checklist

Fill out and send it along with other application materials.

【How to Fill Out Form A】

Program and Code ①	Mathematical Sciences Program: 3711 Frontier Media Science Program: 3722
Name ②	Write your name (Family/First and Middle) as it appears on your passport.
Date of Birth ③	Birth year/month/date (yyyy/mm/dd)
Gender ④	Circle 「M」 for male, 「F」 for female
Address and Phone No. ⑤	Postal code, telephone number, and full address.
Photo ⑥	Attach a color photo in the designated space (see page 12)

Nationality ⑦	Choose the relevant code of your nationality from the Country/Region Code List (see page 19)														
Universities Attended ⑧	Names of university and department for both undergraduate and graduate schools.														
Date of Graduation ⑨	Write year and month of graduation, and circle "1" if you are expecting to graduate or "2" if you have already graduated.														
Meiji University or others ⑩	If you are a graduate of Meiji University, circle "1". Others circle "0".														
University Type ⑪	Choose and write the number of the university type you have graduated. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">1 National</td> <td style="padding: 2px;">2 Public</td> <td style="padding: 2px;">3 Private</td> <td style="padding: 2px;">4 Foreign (non-Japanese)</td> <td style="padding: 2px;">5 Others</td> </tr> </table>	1 National	2 Public	3 Private	4 Foreign (non-Japanese)	5 Others									
1 National	2 Public	3 Private	4 Foreign (non-Japanese)	5 Others											
Current Occupation ⑫	<p>If you are currently employed, write the name of the company (institution) you are currently working for, and the month and year you began working.</p> <p>Write the number which best describes the type of work you are currently engaged in.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">01 Sales</td> <td style="padding: 2px;">08 Manufacturing Management</td> </tr> <tr> <td style="padding: 2px;">02 Accounting</td> <td style="padding: 2px;">09 Operations</td> </tr> <tr> <td style="padding: 2px;">03 Survey Planning</td> <td style="padding: 2px;">10 Product Planning</td> </tr> <tr> <td style="padding: 2px;">04 Human Resources</td> <td style="padding: 2px;">11 Administration</td> </tr> <tr> <td style="padding: 2px;">05 Research</td> <td style="padding: 2px;">12 System Engineer</td> </tr> <tr> <td style="padding: 2px;">06 Design</td> <td style="padding: 2px;">13 Education (teaching)</td> </tr> <tr> <td style="padding: 2px;">07 Industrial Technology</td> <td style="padding: 2px;">20 Others</td> </tr> </table>	01 Sales	08 Manufacturing Management	02 Accounting	09 Operations	03 Survey Planning	10 Product Planning	04 Human Resources	11 Administration	05 Research	12 System Engineer	06 Design	13 Education (teaching)	07 Industrial Technology	20 Others
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Industry Type ⑬	<p>Write the number of the category which best describes the type of industry you are engaged in.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">01 Manufacturing</td> <td style="padding: 2px;">08 Education</td> </tr> <tr> <td style="padding: 2px;">02 Publishing, Broadcasting, Advertisement, Printing</td> <td style="padding: 2px;">09 Service</td> </tr> <tr> <td style="padding: 2px;">03 Electricity, Gas, Water</td> <td style="padding: 2px;">10 Medical</td> </tr> <tr> <td style="padding: 2px;">04 Transportation, Telecommunications</td> <td style="padding: 2px;">11 Non-Profit Organization</td> </tr> <tr> <td style="padding: 2px;">05 Wholesale</td> <td style="padding: 2px;">12 Public Service</td> </tr> <tr> <td style="padding: 2px;">06 Retail</td> <td style="padding: 2px;">20 Others</td> </tr> <tr> <td style="padding: 2px;">07 Finance</td> <td></td> </tr> </table>	01 Manufacturing	08 Education	02 Publishing, Broadcasting, Advertisement, Printing	09 Service	03 Electricity, Gas, Water	10 Medical	04 Transportation, Telecommunications	11 Non-Profit Organization	05 Wholesale	12 Public Service	06 Retail	20 Others	07 Finance	
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04 Transportation, Telecommunications	11 Non-Profit Organization														
05 Wholesale	12 Public Service														
06 Retail	20 Others														
07 Finance															
Preferred Supervisor ⑭	<p>Mathematical Sciences Program applicants should write the names of first and second choice faculty members whom you wish to receive supervision.</p> <p>Frontier Media Science Program applicants should write the name of one faculty member whom you wish to receive supervision.</p>														
Student ID Number ⑮	Student ID number (Current Meiji University students and graduates only)														
Entrance Type 1 ⑯	If you are applying for "Type-A" exam, write 「G」 in the given box. For "Type-B," write 「N」 .														
Entrance Type 2 ⑰	If you are a non-Japanese national with a student visa, choose either "1.Privately Funded" or "2.Government Sponsored"														

Classification ⑱	Choose from below which best describes your status <div style="border: 1px dotted black; padding: 5px;"> 1 Expect to graduate from current school 2 N/A 3 Plan to take leave of absence from work 4 Dispatched from company 5 Expect to leave (resign) company 6 Attend Graduate School while continuing work (including housewives and retirees) 7 Others (unemployed, etc.) </div>
Tuition ⑲	Choose from below. <div style="border: 1px dotted black; padding: 5px;"> 01 Graduated from undergraduate and graduate schools other than Meiji 71 Graduate of Meiji University Graduate School 72 Graduate of Meiji University (undergraduate) and have attended graduate school other than Meiji </div>
Exam Term ⑳	Write “1” if you are applying for the first term exam, or “2” for the second term exam.
Examination Admission Ticket * Please do not detach	
Name ㉑	Write your name as it appears on your passport [(Family Name), (First Name) (Middle Name)]

[Country/Region Code List]

Country	Code	Country	Code	Country	Code	Country	Code	Country	Code
South Korea	201	Sri Lanka	216	Norway	406	Brazil	501	Egypt	801
North Korea	202	Mongolia	217	Switzerland	407	Chile	502	Morocco	802
China	203	Bhutan	218	Austria	408	Argentina	503	Tanzania	803
Taiwan	204	Myanmar	219	Netherlands	409	Peru	504	Ethiopia	804
Malaysia	205	Singapore	220	Belgium	410	Bolivia	505	Sudan	805
Indonesia	206	Hong Kong	221	Spain	411	Paraguay	506	Libya	806
Thailand	207	Macau	225	Turkey	412	Dominican Republic	507	Chad	807
Philippines	208	America	301	Russia	413	Honduras	508	Nigeria	808
Vietnam	209	Canada	302	Croatia	414	El Salvador	509	Others	999
Cambodia	210	Mexico	303	Estonia	415	Iran	601		
Laos	211	United Kingdom	401	Cyprus	416	Saudi Arabia	602		
India	212	Germany	402	Ukraine	417	U.A.E	603		
Pakistan	213	France	403	Uzbekistan	418	Israel	604		
Nepal	214	Italy	404	Greece	419	Australia	701		
Bangladesh	215	Sweden	405	Romania	420	New Zealand	702		

8. Notes on Examination

An Examination Admission Card with your examinee number will be sent to applicants who completed the application procedures successfully. Type-A applicants by post, and Type-B applicants will receive a scanned data by email. Make sure to bring it with you on the day of examination. It will be sent out so that they arrive at least one week before the examination date. If the Examination Admission Card does not arrive 1 week prior to the examination date, please contact the Nakano Academic Affairs Office (ams@mics.meiji.ac.jp).

- ◆Venue and meeting time will be notified when the Examination Admission Card is sent.
- ◆Make sure to be seated by the meeting time as important notes will be explained before starting the examination.
- ◆Applicants who arrive more than 30 minutes late after the starting time will not be allowed to take the examination.
- ◆Detail of the interview will be announced on the day of examination.

9. Announcement of Examination Results

- a) [Term I Exam] Announcement of Results: July 19, 2023
- b) [Term II Exam] Announcement of Results: January 23, 2024

a. Type-A Applicants

Examination results will be posted on the bulletin board at Nakano Campus (1F).

b. Type-B Applicants

Examination results will be informed by post or email.

Formal acceptance letter will be sent on the above date to all successful Term I applicants, and enrollment documents will be sent to Term II applicants.

Admission decisions are final. We do not accept any inquiries with regard to the results.

10. Admission Process

(1) Registration

Application Term	Date Enrollment Documents will be sent	Registration Deadline
Application Term I	Mid-November 2023	November 30, 2023
Application Term II	January 23, 2024	March 8, 2024

Notes:

- Enrollment Documents will be sent to the address written on Application Form A. If there is any change to the address, please inform Nakano Academic Affairs Office immediately.
- Please contact Nakano Academic Affairs Office if you do not receive acceptance letter or enrollment documents after 10 days even when having passed the screening.
- Any enrollment registration made after the deadline will be considered invalid even by the reason of non-arrival/late delivery of the enrollment documents.

(2) Admission Documents

Please prepare the following items in advance as it will be required for the admission procedure:

1. Enrollment Fee (see “11. Tuition and Fees” for details)

2. Residence Certificate

The residence certificate should meet the following conditions.

- To be issued within three months of the registration deadline.
- To include the status and the expiration date of residence.

Those residing outside Japan are required to register their residence immediately upon entering Japan.

Once the residence certificate is received, it is to be submitted as part of the enrollment procedure.

3. Certificate of Graduation/Degree from all universities attended

Only those who submitted a certificate of expected graduation and degree or academic transcripts as part of your application documentation.

Notes:

- 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.
- All international students are required to attend the orientation scheduled for April 2024. Details will be sent together with the notification of acceptance and enrollment documents.

(3) Guarantor

- Successful applicants are required to nominate a guarantor for their enrollment at Meiji University.
- Please note that the following is the order of priority for guarantors*:
 - (i) Parents residing in Japan
 - (ii) Relatives residing in Japan
 - (iii) Acquaintance residing in Japan

* An individual residing in Japan with a “Student Visa (留学/就学)” is not eligible to become a guarantor.

* Guarantors are required to submit “Written Agreement and Notification of Guarantor Consent for the Use of Personal Information” and “Residence Certificate” during the enrollment process.

11. Tuition and Fees

《Admission Fee and Tuition for 2024》

subject \ year (grade)		(Units : yen)	(Units : yen)
		2024 (1st year)	2025・2026 (2nd・3rd year)
Academic Fees	Admission Fee	200,000	—
	Tuition Fee	780,000	780,000
	Lab Fee	70,000	70,000
Misc. Fees	Student Health Insurance Fee	3,000	3,000
Total (Annual Sum)		1,053,000	853,000
Spring Semester (1 st Year Enrollment Charges)		628,000	428,000
Fall Semester		425,000	425,000

Notes:

1. Admission Fee will be required only at the time of enrollment (not be required after 2nd year)
2. Payment of Academic Fees will be made in two biannual installments (Spring Semester and Fall Semester).

Year	Payment category	Description of payment	Payment Deadline
1	Spring Semester	Admission Fee, half of annual tuition fee, and Misc. Fee	Enrollment Registration Deadline
	Fall Semester	Half of annual tuition fee and Misc. Fee	October 20
2・3	Spring Semester		April 30
	Fall Semester		October 20

3. Additional charges for certain subjects (subjects relating to teaching profession, social education supervisor, curator, librarian, library teacher, etc.) will be levied.
4. Tuition and Fees will not be refunded. However, fees excluding Admission Fee will be refunded when necessary steps are taken by the designated date.
5. Consumption tax is not levied on academic fees.
6. Academic fees may be revised during enrollment.
7. For further details, please refer to the Admission Procedure Guide 2024, which will be sent to successful applicants.

12. Financial Support

《Fellowship Support Scholarship A》 (大学院研究奨励奨学金 A)

This scholarship aims to nurture young researchers whose purpose is to obtain a doctoral degree. A scholarship of roughly half the annual tuition fee will be granted for students who enroll in Meiji

University with excellent examination results. Eligible students will be selected by each graduate school. The scholarship will be granted for three consecutive years on the condition that recipients meet requirements specified by each graduate school.

<Waiver of Tuition Fees>

A scholarship covering full tuition (entrance fee, annual tuition, lab experiment fee) will be offered to students who are selected for the research fellowship (DC1 and DC2 only) of Japan Society for the Promotion of Science. This scholarship will be provided during the normal enrollment period.

<Others>

There are other scholarships and financial support available to international students. Please see the International Students Office website for details.

<https://www.meiji.ac.jp/cip/english/prospective/financial.html>

13. Contact Information

Meiji University

Nakano Academic Affairs Office

(Graduate School of Advanced Mathematical Sciences)

Address: 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 JAPAN

e-mail : ams@mics.meiji.ac.jp