

SGJS Study Abroad and Internship Programs is a program in which students study abroad for one semester or one academic year at one of the partner institutions of School of Global Japanese Studies all around the world. To participate in this program, students are required to apply to the internal screening and be nominated by School of Global Japanese Studies. Please read both "Application Guidelines" and "2024 SGJS Study Abroad and Internship Programs (FALL) Admission Details" thoroughly for the details of the internal screening.

1. Applicable Partner Institutions

The institutions listed in the "2024 SGJS Study Abroad and Internship Programs (FALL) Admission Details"

2. Duration of Study Abroad

One semester or one academic year starting from August to October 2024.

- * Applicants choose the period at the time of application to SGJS internal screening. Note that it cannot be changed once the application is completed.
- * The program start and end months may vary depending on each institution, and there may be a restriction on the period set by each university/college. Refer to "2024 SGJS Study Abroad and Internship Programs (FALL) Admission Details" for details.
- * Students who wish to participate in the program for the 4th year must consult with the Nakano Academic Affairs Office (School of Global Japanese Studies) regarding their graduation timing before applying.
- * If applicants don't meet the application requirements for the regular undergraduate program but meet the requirements for the Language Program (ESL), and wish to apply starting from the ESL program, it is a requirement to advance to the regular undergraduate program in the second term. It means that they can't choose one-academic year period at a semester-system institution in this case.

3. Number of Students

Refer to "2024 SGJS Study Abroad and Internship Programs (FALL) Admission Details"

4. Qualifications

All of the following 1-5 requirements must be met.

1 Applicants must be regular SGJS students (Audit students are not eligible).

Students on leave of absence may apply under the condition that they will return to Meiji University for the semester in which study abroad period starts and are able to go through all of the necessary procedures such as taking an in-person interview, participating in orientations, application process for each institution etc.

*Participants of Disney Academic Internship are also not allowed to leave of absence in Spring Semester 2024.

2 Applicants must be in good health and capable of studying abroad for the designated period.

Those who have chronic diseases or pre-existing conditions must get an approval of the physician in advance and submit a medical certificate along with the application documents.

3 Applicants must understand the required expenses of study abroad and have sufficient funds.

Students may be required to submit a bank statement to prove their financial capability as part of the application process to the host institutions.

4 Both applicant and guarantor must understand and agree to the "Program Agreement".

Students must get their guarantors' permission before applying to the internal screening.

5 Applicants must meet the criteria listed in "Admission Details" of the university/universities of their choice.

*Please note that there is a possibility of future changes to the application requirements. If any changes occur, we will notify via Oh-o!Meiji.

GPA requirement

Must be met with the cumulative GPA of up to Spring Semester 2023. For the institutions without their own GPA requirements, there is no minimum requirement. If successfully selected as candidates, students must keep their GPA above the host institution's minimum requirement throughout Fall Semester 2023 and Spring Semester 2024. **If the candidate fails to keep the GPA, the nomination might be cancelled.**

Language requirement

Applicants must have the required TOEFL / IELTS scores of the institution/institutions of their choice at the time of online application of the internal screening. The institutions that applicants fail to prove to have met the requirement will be excluded for screening.

*Must meet the requirement with a result of the test that is valid at the time of arrival at the host institution (between August and October 2024). (The validity period for the score is 2 years.) If you are using the TOEFL iBT My Best Score, it is essential that the scores for each section are valid at the time of arrival.

*TOEFL iBT MyBest scores, TOEFL iBT Home Edition, and IELTS Indicator are accepted depends on each university/college. Refer to "Admission Details" for details.

5. Application Procedures and Period

Both of the followings ①&② must be completed within the designated application period.

① **Online application** using Oh-o! Meiji questionnaire

9:00 Monday, September 4 to 9:00 Saturday, October 21, 2023

Title of the questionnaire: "2024年国際日本学部アカデミック留学・インターンシッププログラム（秋出発）応募フォーム"

* Questionnaire can be viewed, submitted, and changed only during the application period.

② **Submission of application documents** to Oh-o! Meiji group page

13:00 Monday, October 23 to 9:00 Monday, October 30, 2023

Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji. (Instruction message will be sent within a few days after the completion of online application to October 31 at the latest.)

* Application outside the designated period will not be accepted whatsoever.

* Registration and submission of the documents must be completed by the applicant him/herself.

* The scores shown on the copy of the language proficiency test certificate submitted as part of application documents must match with the scores entered in the online application form.

6. Screening Process

Applicants will be ranked according to the **evaluation points of their Meiji University GPA, Application documents and Interview**. Given that all of the requirements of the institutions of their choice have met, applicants with higher overall marks have the priorities to be assigned to the institutions of their choice.

* Applicants who have selected only Academic Study Abroad Programs (excluding Disney Academic Internship) as their desired institutions might be exempted from the interview evaluation. Whether an interview is required or not will be notified on Wednesday, November 15, 2023.

* No inquiries concerning screening results and process will be answered.

* Note that the internal screening is solely for selecting the "candidates" who will be officially nominated by SGJS. Passing the internal screening does not guarantee the candidate's study abroad as the final decision will be made by each host institution.

7. Interview

Date: Saturday, November 18, 2023

Place: Nakano Campus

* Please leave your schedule open until further notice.

* Details of interview are to be announced via Oh-o! Meiji or Email in the middle of November.

* Date and time of interview cannot be changed except for academic reasons such as attending classes or exams.

* Interview will be conducted in English.

8. Application Documents

- Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji.
- Incomplete application will be excluded from the screening. It is applicant's own responsibility to check the documents thoroughly before submitting.
- Website for the designated forms: <https://www.meiji.ac.jp/nippon/6t5h7p000034cqzz.html>

1 Program Agreement (SGJS Study Abroad and Internship Program) <Designated Form>

- Make a scanned copy (PDF) after signing on the designated form.
- Both applicant and guarantor must read thoroughly before signing. (Use a non-erasable black pen.)
- Handwritten signature and seal of the guarantor is mandatory even if the guarantor lives away from Tokyo or Japan.
- Please carefully store the original document and submit it as instructed later.

2 Self-introduction (in English)

- Type on A4 size paper
 - Font: Times New Roman
 - Font size: 12 point
 - Number of words: 450-600 words
 - Essay must include the following items:
 - 1) Your experience until now, 2) Your intention when tackling issues, 3) Your thoughts about studying / internship abroad, 4) Others
- Write only your student ID number on the top-right corner of the paper.
- Write the total number of words at the end of the essay.
- Include the title "Self-introduction".
- Submit the document in PDF format.

3 Statement of Purpose (in English)

- Type on A4 size paper
 - Font: Times New Roman
 - Font size: 12 point
 - Number of words: 900-1100 words
 - Essay must include the following items:
 - 1) What made you apply for this program, 2) Study/Research plan at your host institution, 3) Your future goal/career plan
- Write only your student ID number on the top-right corner of the paper.
- Write the total number of words at the end of the essay.
- Include the title "Statement of Purpose".
- Submit the document in PDF format.

4 Scholastic Record

- The latest Scholastic Record downloaded from Oh-o! Meiji. (Official Transcript issued by automatic certificate issuing machine is not accepted.)
- Academic evaluation up to Spring 2023 should be reflected.

5 Copy of the Official Certificate of language proficiency test

- The scores shown on the certificate must exactly match with the scores entered in the online application form. (Scores obtained after the online application period cannot be used for the internal screening.)
- Submission of a scanned copy of the official certificate which meets the requirement of your desired institution (refer to the "Admission Details") is mandatory. In case of TOEFL iBT, PDF version of "Test Taker Score Report" downloaded from ETS account is also acceptable (as it is identical to the original copy).
- Only when the certificate does not arrive before the application deadline, applicants may submit a copy of the online scores provided that it includes "student's full name", "test date" and "details of the scores". A copy of the official certificate must be submitted to the Nakano Research and Educational Support Office (goabroad@mics.meiji.ac.jp) by Thursday, November 16, 2023. Please note that it will automatically result in disqualification if it is not submitted by the deadline.
- Pay attention to the validity of the scores.
 - English: TOEFL iBT or IELTS (Academic Module) **taken in or after August to October 2022***
***Must meet the requirement with a result of the test that is valid at the time of arrival at the host institution (between August and October 2024). Refer to the "Admission Details".**

6 Copy of Passport

- Photocopy of the passport ID page including the applicant's name, date of birth, passport number, and photo.
- Applicants with dual citizenship must submit photocopies of both passports.
- Passport must be valid at the time of the SGJS internal screening.

<<Applicants who do not have their valid passports OR Applicants with passports expiring within six months after the program end date>>

Please prepare valid passport, and send the photocopy of it to the Nakano Research and Educational Support Office (goabroad@mics.meiji.ac.jp) by the end of November 2023.

9. Important Notes

1) Preparation for the study abroad

After the internal screening, it is each student's responsibility to follow the necessary procedures such as application to the host institution, course registration, arranging accommodation, applying for visa, etc. Note that Meiji University will NOT prepare for these on behalf of the students.

2) Information on the countries and the partner universities

Make sure to always gather up-to-date information from the original sources (i.e., official websites of each institution, websites of the embassies, etc.). 「海外安全ホームページ」 provided by the Ministry of Foreign Affairs of Japan has useful information on different countries. 「留学報告書 (Study abroad reports)」 of SGJS students who studied abroad in the previous years are available in Meiji University website for reference.

URL for 「外務省海外安全ホームページ」:

<https://www.anzen.mofa.go.jp/>

URL for 「留学報告書 (Study abroad reports)」:

<https://www.meiji.ac.jp/nippon/study-abroad-report.html>

3) Choosing the institutions

Applicants may choose up to five institutions at the time of application to the internal screening. However, keeping in mind that the applicants may be selected as candidates of any of their 1st to 5th choices, make sure to choose carefully as no withdrawal will be allowed once selected as candidates.

4) Academic Information

Note that some universities have restrictions on taking certain courses/areas of study for incoming students. It is therefore highly recommended for students to always have alternative options as it is not guaranteed that they are able to take the courses of their preference. Furthermore, please note that the host institution may judge the student's language ability as not sufficient to take regular courses and request to take language support courses instead.

5) Credit transfer

Credits earned at the host institution MAY be transferred up to 24 SGJS credits per semester (up to 8 credits per language for foreign language subjects) by going through the necessary procedure designated by the SGJS. Please note that credits will be approved based on to the contents and total number of lecture hours, so the number of approved credits may not be the same as the credits which you earned at their overseas host institutions.

6) Cost of Study Abroad

It varies depending on the host institution, country, type of accommodation (dormitory/apartment), lifestyle (self-catering/dining out), etc. The average cost for one semester SGJS Study Abroad and Internship Programs is considered to be approx. 1,500,000-4,500,000 JPY (tuition and fee of Meiji University are excluded). Note that careful planning and budgeting are absolute necessities.

<Example of the necessary fees>

- Tuition and fee of Meiji University
- Tuition of the host institution (Exchange Program is an exception.)
- Mandatory fees of the host institution other than tuition (Facility fee, Registration fee, Student fee, etc.)
- Airfare, Visa application fee, Books & Supplies, Phone & Internet, other miscellaneous expenses, etc.
- Accommodation fee and meals
- Overseas Travel Insurance fee, etc.

!! IMPORTANT !!

Students participating in SGJS Study Abroad and Internship Programs (except Exchange Program) are required to pay **both "Tuition and fee of Meiji University" AND "Tuition of the host university"** while studying abroad. Make sure to discuss with the guarantor in advance of application as the financial burden is much greater compared to that of Exchange Program.

7) Mandatory Overseas Travel Insurance

It is mandatory for every student who participates in "SGJS Study Abroad and Internship Programs" to purchase the overseas travel insurance designated by SGJS for safety management reasons. If the host institution/country also has a mandatory insurance, students must purchase both insurances. (Estimated cost of the mandatory Overseas Travel Insurance of SGJS: approx. 100,000-200,000 JPY for one year program)

8) Accommodation

Students are responsible for finding their own accommodation during study abroad. Some universities have student dormitories or provide information on apartments but they are not necessarily guaranteed. Note that Meiji University does not take part in finding students' accommodation.

9) Visa application

Students are responsible for obtaining the necessary visa to study abroad. In general, they can apply for visa at the embassy/consulate/visa application center of each country. Note that Meiji University does not take part in visa application.

10) Impact on Job Hunting

Studying abroad may affect the job hunting depending on the year and timing of the study abroad. It is highly recommended to consult with the Employment/Career Support Center (就職キャリア支援センター) at an early stage.

11) Study abroad while taking Special Certification Program Course

Due to the nature of the course, there is a high possibility of not being able to graduate within the designated study period. Students must consult with the Certification Courses Office (資格課程事務室) before applying.

12) Study abroad in the last year at Meiji University

Students must consult with the Nakano Academic Affairs Office (School of Global Japanese Studies) regarding their graduation timing before applying.

13) Meiji University Study Abroad Encouragement Subsidy

Participants of "SGJS Study Abroad and Internship Programs" can apply for the following subsidy if they meet the requirements of the eligibilities.

(1) SGJS Study Abroad Encouragement Subsidy

It's partial tuition assistance for the participants under the tuition burden type study abroad program. Refer to the Application Guidelines published in April 2024 for the details of the eligibilities, amount of subsidy, etc. (Guidelines for the previous year is available for reference for the time being).

URL for the Application Guidelines: <https://www.meiji.ac.jp/nippon/mkmht000000hu7uf.html>

(2) Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy)

Refer to the Application Guidelines published in June/July 2024 for the details of the eligibilities, amount of subsidy, etc. (Guidelines for the previous year is available for reference for the time being).

URL for the Application Guidelines: <https://www.meiji.ac.jp/cip/financial/jyosei.html>

14) Application to another study abroad program at the same time

Applicants are allowed to apply to University-wide Study Abroad Program at the same time. Applicants must specify the details of the other program in the online application form and consider well which program to join before applying.

■ If your first preference is University-wide Study Abroad Program, please inform Nakano Research and Educational Support Office (goabroad@mics.meiji.ac.jp) of your withdrawal from SGJS Study Abroad Program as soon as you receive the result of your acceptance for University-wide Study Abroad Program. However, [if you are accepted for Disney Academic Internship through the internal selection process, participating in the internship takes top priority. Once you have been accepted through the internal selection process, no withdrawals will be permitted, so please make sure to consider your decision carefully before applying.](#)

■ If your first preference is SGJS Study Abroad and Internship Program, please inform the International Collaboration Office (kokusaik@meiji.ac.jp) of your withdrawal from University-wide Study Abroad Program as soon as you receive the result of your acceptance for SGJS Study Abroad and Internship Program.

15) Withdrawal

Once selected as candidates, students are not allowed to withdraw from the study abroad program without a reasonable ground. Keeping in mind that one's withdrawal may result in taking away another student's study abroad opportunity, applicants must do well enough research on the study abroad process, necessary funds, risks and consequences of the study abroad, etc. before applying.

16) Disney Academic Internship

If a student who has passed the internal selection process for the Disney Academic Internship Program is unsuccessful in their interview with the Disney Recruiter, there may be cases where they are given the opportunity for reapplication only for other available institutions of Academic Study Abroad Programs at that time.

10. Schedule after the Online Application & Submission of the Application Documents

2023	~Early November	Document screening
	November 15	Announcement for the document screening results & the details of the interview
	November 18	Interview
	November 28	Announcement of the internal screening results
2024	Early to Mid-January	Orientation for the successful applicants
	Late December to March	Nomination of the candidates to the host universities
	Mid to Late February	<Only successful applicants of Disney Academic Internship Program> Lecture and Interview by Disney Recruiter
	January to May	Application to the host universities
	March to July	Admission from the host institution/ application for visa, accommodation, airplane ticket, etc./ procedure required by SGJS
	Early July	Pre-departure Orientation
	August to October	Departure
	December to March, 2025	Return to Japan (for one semester study abroad)
	2025	May to August

* Above schedule is "provisional" and the timings for the application, admission, departure/return, etc. vary depending on the host universities.

* Refer to the official websites of each university for their Academic Calendars.

11. Inquiries

Meiji University Nakano Research and Educational Support Office (Study Abroad Team)

<No.4 Counter at the 3rd floor, Low-rise Wing, Nakano Campus>

Office Hours: Weekdays 9:00-11:30, 12:30-17:00 Saturdays 9:00-12:30

Phone: 03-5343-8057

Email: goabroad@mics.meiji.ac.jp

* Closed on Sundays and holidays (excluding the designated class day on holidays).

* Note that the office hours change during Summer, Winter and Spring Breaks.

* Make sure to identify yourself (school, year and name) when contacting via email/phone.