

2024 Academic Year Exchange Student Application Guidelines



1. Inquiries about the Exchange Student Program

Exchange student program website	https://www.meiji.ac.jp/cip/english/prospective/exchange.html
For Inquiry	Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan Meiji University, International Student Office E-mail: exchange@meiji.ac.jp TEL: 03-3296-4488 FAX: 03-3296-4360

2. Information for incoming exchange students

Please refer to the [Fact Sheet](#) for the following information.

1. Features of the Meiji University exchange student program
2. Campus Information
3. Housing for Exchange Students
4. Academic Calendar
5. Scholarship
6. Classes and Japanese-language classes
7. Exams, grades and Academic Transcripts
8. Living Expenses
9. Curriculum, List of faculty members, Syllabus

3. Application Period / Acceptance Decision Period

<Schedule / How to apply>

Step 1. Send the nominee's information to exchange@meiji.ac.jp	<April 2024 admission>
	August 18 to September 22, 2023
	<September 2024 admission>
	January 12 to February 29, 2024

Step 1. If there are any nominees from your university, please send the following information to exchange@meiji.ac.jp.

- (1) Nominee's name in English
- (2) Proposed Undergraduate/Graduate School at Meiji
- (3) Proposed Study Period at Meiji
- (4) Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.



Step 2. Online application	<April 2024 admission>
	August 18 to September 22, 2023
	<September 2024 admission>
	January 12 to February 29, 2024

Step 2. Applicants must apply online from the following website.

<https://www.meiji.ac.jp/cip/exchange/>

After applying, a reply will be automatically sent to student and Exchange Student Program Coordinator. If you do not receive a reply, please contact exchange@meiji.ac.jp.



<p style="text-align: center;">Step 3.</p> <p style="text-align: center;">Meiji University Japanese Language Online Test</p> <p><Who should take the test?></p> <p>Only applicants who cannot submit a Japanese Language Proficiency Test (JLPT) Certificate</p>	<April 2024 admission>
	August 18 to September 29, 2023
	<September 2024 admission>
	January 12 to March 7, 2024

Step 3. <Who should take the test?>

Only applicants who cannot submit a Japanese Language Proficiency Test Certificate (for those who have passed a level other than N1, a notification of test results showing that they took and passed level N4 or higher on a test taken in either the 2022 or 2023 academic year is necessary)

<How to take the test>

Meiji University will send the information about the test to the Exchange Student Program Coordinator.

****Note****

Applicants who can submit a Japanese Language Proficiency Test Certificate or who apply for undergraduate and graduate schools which offer classes in English are NOT required to take the test.



<p style="text-align: center;">Step 4.</p> <p>Send the application materials by courier to Meiji University, International Student Office</p>	<April 2024 admission>
	August 18 to October 5, 2023
	<September 2024 admission>
	January 12 to March 13, 2024

Step 4. To complete the application, Exchange Student Program Coordinator is required to send the application materials (refer to page.5 and 9) by courier to the International Student Office no later than the application period.



<p style="text-align: center;">Step 5.</p> <p>Submit the Certificate of Eligibility application form (Excel document) via online</p>	<April 2024 admission>
	August 18 to October 5, 2023
	<September 2024 admission>
	January 12 to March 13, 2024

Step 5. Applicants must submit the application form for Certificate of Eligibility (Excel document) via online. Printed document is NOT required.

Online submission form: <http://www.meiji.ac.jp/cip/coe-application/>



<p style="text-align: center;">Acceptance decision</p> <p>Acceptance decision notification and pre-arrival materials, visa documents and acceptance letter will be sent to Exchange Student Program Coordinator.</p>	<April 2024 admission>
	Early February 2024
	<September 2024 admission>
	Late June 2024



Arrival and Exchange Student Housing Move-in dates	<April 2024 admission>
	Week of March 18, 2024 (tentative)
	<September 2024 admission>
	Week of September 2, 2024 (tentative)

4-1. Undergraduate and Graduate Schools which Offer Classes in Japanese

(1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the conditions below.

Japanese Language Proficiency	Note
N1	Applicants must submit a certificate of test results. (regardless of the academic year)
N2, N3, N4	Applicants must submit a certificate of test results taken in either the 2022 or 2023 academic year.
Others	Applicants must take the Meiji University Japanese Language Online Test and be accepted by Meiji University as having Japanese-language skill equivalent level or higher.

Undergraduate School	Japanese Language Proficiency Test
School of Law	Level N3 or higher
School of Commerce	Level N3 or higher
School of Political Science and Economics	Level N3 or higher
School of Arts and Letters Japanese Literature, Literary Arts and Media	Level N2 or higher
School of Arts and Letters British and American Literature, Drama and Theatre Arts, Japanese History, Western History, Archaeology, Clinical Psychology, Contemporary Sociology, Philosophy	Level N3 or higher
School of Arts and Letters German Literature, French Literature, Asian History, Geography	Level N4 or higher
School of Science and Technology	Level N4 or higher
School of Agriculture	Level N3 or higher
School of Business Administration	Level N4 or higher
School of Information and Communication	Level N4 or higher
School of Global Japanese Studies (other than those applying to the English track)	Level N2 or higher
School of Interdisciplinary Mathematical Sciences	Level N4 or higher

<p style="text-align: center;">Graduate School</p>	<p style="text-align: center;">Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2022 or 2023 academic year.)</p>
Graduate School of Law	Level N3 or higher
Graduate School of Commerce	Level N2 or higher
Graduate School of Political Science and Economics	Level N4 or higher
Graduate School of Business Administration	Level N3 or higher
Graduate School of Arts and Letters Japanese Literature, Literary Arts and Media, Clinical Psycho-Social Sciences (Sociological Course)	Level N2 or higher
Graduate School of Arts and Letters English Literature, Drama and Theatre Arts, History (Japanese, European, Archaeology)	Level N3 or higher
Graduate School of Arts and Letters German Literature, French Literature, History(Asian), Geography	Level N4 or higher
Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)	Level N4 or higher
Graduate School of Agriculture	Level N4 or higher
Graduate School of Information and Communication	Level N2 or higher
Graduate School of Humanities	Level N2 or higher
Graduate School of Advanced Mathematical Sciences	Level N4 or higher
Graduate School of Global Japanese Studies Japanese linguistics and Japanese language education	N1
Graduate School of Global Japanese Studies Pop Culture, Japanese Social and Industrial Systems, Interculturalism and Intercultural Education, English language education, Culture and Thought	Level N2 or higher Please note that Level N1 may be required in Culture and Thought program depending on supervisors.
Graduate School of Global Business	N1

(2) Application Documents [Meiji's standard form can be downloaded at https://www.meiji.ac.jp/cip/english/prospective/exchange.html](https://www.meiji.ac.jp/cip/english/prospective/exchange.html)

How to submit	Documents to be submitted		Deadlines
<p style="text-align: center;">Submit the online application</p> <p>https://www.meiji.ac.jp/cip/exchange/</p>	(1)	Application Information Form (Must be in Japanese)	<p style="text-align: center;">April 2024 admission Submit by Sep 22, 2023</p> <p style="text-align: center;">September 2024 admission Submit by Feb 29, 2024</p>
	(2)	<p>Copy of your Japanese Language Proficiency Test (PDF)</p> <p>* Copy of your Japanese Language Proficiency Test MUST be prepared to upload the online application.</p> <p>Those who have passed a level aside from N1, must have done so on a test taken in either the 2022 or 2023 academic year. (for those who have passed N1, we accept all certificate regardless of the academic year of the test)</p> <p>Applicants who cannot submit this document must take the Japanese Language Online Test. See p.2 for more information about this test.</p>	
<p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p>	(3)	Signature of Applicant and the Exchange Student Program Coordinator (use Meiji's standard form)	<p style="text-align: center;">April 2024 admission Submit by Oct 5, 2023</p> <p style="text-align: center;">September 2024 admission Submit by March 13, 2024</p>
	(4)	Certificate of Health (use Meiji's standard form)	
	(5)	<p>Official Academic transcript</p> <p>Official Transcript (with seal of your university on it)</p> <p>It has to be written in English or Japanese.</p>	
	(6)	Copy of your passport (page of your photo)	
	(7)	Six(6) ID photos (3 cm x 4 cm) Must be taken within 3 months.	
	(8)	<p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following)</p> <p>① A bank balance certificate or copy of the applicant's account bankbook</p> <p>② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment</p> <p>③ An income certificate of the person responsible for payment</p> <p>④ Certificate of scholarship funds received. (Disbursement period must correspond to duration of study abroad at Meiji.)</p>	
	(9)	<p>Study Plan for undergraduate school (use Meiji's standard form)</p> <p>Research Plan for graduate school (use Meiji's standard form)</p> <p>(Must be in Japanese), 1,000-2,000 Japanese characters</p>	
<p style="text-align: center;">Submit an Excel document online</p> <p>http://www.meiji.ac.jp/cip/coe-application/</p>	(10)	Application for Certificate of Eligibility in Excel document (use designated form)	
		Applicants shall submit the application form for Certificate of Eligibility (Excel document) online. (This is NOT required to be sent by courier.)	

(3) Number of Students Admitted at the School of Global Japanese Studies

If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.

(4) Duration of exchange program

Duration must be decided before applying to the program, and it cannot be changed after the online application.

(5) Choice of Supervisor

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned to the supervisor which you chose in the online application.

A supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University upon your arrival.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

An academic advisor will provide assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
A Required to choose the preferred supervisors	Undergraduate schools	School of Commerce School of Science and Technology School of Agriculture
	Graduate schools	Graduate School of Law Graduate School of Commerce Graduate School of Political Science and Economics Graduate School of Arts and Letters Graduate School of Science and Technology Graduate School of Agriculture Graduate School of Information and Communication Graduate School of Humanities Graduate School of Advanced Mathematical Sciences Graduate School of Global Japanese Studies Graduate School of Global Business
B NOT required to choose the preferred supervisors	Undergraduate schools	School of Law School of Political Science and Economics School of Arts and Letters School of Business Administration School of Information and Communication School of Global Japanese Studies School of Interdisciplinary Mathematical Sciences
	Graduate school	Graduate School of Business Administration

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office before your application. Meiji University will consider if assistance is available. We may request additional documents if ever needed. Any inquiry/request about special assistance after your application, or in cases when we could not receive necessary documents on time, we will not be able to give special assistance.

4-2. Undergraduate and Graduate Schools which Offer Classes in English

(1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the following conditions:
 - (a) Must have taken one of the following tests since September 2021 and be able to submit a valid official score. Must meet any other application requirements that may exist.
 - (b) Applicants who underwent standard high school education or are undergoing standard university education conducted entirely in English are not required to submit an official score from one of the tests listed below.

Undergraduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	CEFR
School of Political Science and Economics (only taking classes conducted in English)	71 or higher	710 or higher	5.5 or higher	FCE or higher	550 or higher	
School of Arts and Letters (only taking classes conducted in English and Japanese Language Classes)	61 or higher	600 or higher	4.5 or higher		500 or higher	B1 or higher
School of Business Administration (only taking classes conducted in English)	80 or higher		6.0 or higher			
School of Global Japanese Studies (English Track) If an applicant has any issues and questions about the submission of English language proficiency documents, please inquire the International Student Office before the application period.	80 or higher		6.0 or higher	Overall Score 169 or higher		B2 or higher
Graduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	Other Application Requirements
Graduate School of Governance Studies (English Track)	76 or higher	710 or higher	5.5 or higher	FCE or higher		Refer to #1 (page 8)
Graduate School of Science and Technology, International Program in Architecture and Urban Design	76 or higher	710 or higher	5.5 or higher	FCE or higher		Refer to #2 (page 8)
Graduate School of Business Administration (only taking classes conducted in English)	71 or higher	710 or higher	5.5 or higher	FCE or higher		
Graduate School of Global Business (only taking classes conducted in English)	76 or higher		5.5 or higher			Refer to #3 (page 8)
Graduate School of Global Governance (Doctor Course)	79 or higher		6.0 or higher			

#1 Graduate School of Governance Studies (English Track)

Must have a bachelor's degree related to public policy, and also must either have practical experience related to public policy or have already taken basic courses in public administration, political science, and economics.

#2 Graduate School of Science and Technology, International Program in Architecture and Urban Design

Must have a bachelor's degree related to architecture and must currently be enrolled in a program related to architecture.

#3 Graduate School of Global Business

If you have taken GMAT, please submit an official score as a reference. (Optional)

We offer 5 compulsory subjects and 60 elective subjects conducted in English, and the detail of classes to be referred Fact Sheet.

#4 About Graduate School

Only Graduate School of Global Governance is Doctor's course.

Other Graduate Schools are Master's course.

Please note that any of Graduate schools will not support Master's or Doctor's thesis writing.

How to submit	Documents to be submitted		Deadlines			
<p style="text-align: center;">Submit the online application</p> <p>https://www.meiji.ac.jp/cip/exchange/</p>	(1)	Application Information Form (Must be in English)	<p style="text-align: center;">April 2024 admission</p> <p style="text-align: center;">Sep 22, 2023</p>			
	(2)	<p>Valid official scores from one of the tests at Page.7 taken since September 2021 (PDF)</p> <p>* Copy of your official scores MUST be prepared to upload the online application. However, applicants who underwent a standard high school education in English or are undergoing standard university education conducted in English are not required to submit it.</p>		<p style="text-align: center;">September 2024 admission</p> <p style="text-align: center;">Feb 29, 2024</p>		
<p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p>	(3)	Signature of Applicant and the Exchange Student Program Coordinator (use Meiji's standard form)	<p style="text-align: center;">April 2024 admission</p> <p style="text-align: center;">Oct 5, 2023</p>			
	(4)	Certificate of Health (use Meiji's standard form)		<p style="text-align: center;">September 2024 admission</p> <p style="text-align: center;">March 13, 2024</p>		
	(5)	Academic transcript Official Transcript (with seal of your university on it) It has to be written in English or Japanese.			<p style="text-align: center;">April 2024 admission</p> <p style="text-align: center;">Oct 5, 2023</p>	
	(6)	Copy of your passport (page of your photo)				<p style="text-align: center;">September 2024 admission</p> <p style="text-align: center;">March 13, 2024</p>
	(7)	Six(6) ID photos (3 cm x 4 cm) Must be taken within 3 months.				
	(8)	<p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following)</p> <p>① A bank balance certificate or copy of the applicant's account bankbook ② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment ③ An income certificate of the person responsible for payment ④ Certificate of scholarship funds received (Disbursement period must correspond to duration of study abroad at Meiji.)</p>	<p style="text-align: center;">September 2024 admission</p> <p style="text-align: center;">March 13, 2024</p>			
	(9)	<p>Study Plan for undergraduate school (use Meiji's standard form) Research Plan for graduate school (use Meiji's standard form)</p> <p>Undergraduate Schools: 400-800 words</p> <p>Graduate Schools: 1,000 words or more</p>		<p style="text-align: center;">April 2024 admission</p> <p style="text-align: center;">Oct 5, 2023</p>		
	(10)	<p>Only for applicants to Graduate School of Science and Technology, Architecture Course, International Program in Architecture and Urban Design</p> <p>Portfolio</p> <p>Save and submit as a PDF file on a CD-ROM. Any number of pages, either vertical or horizontal text is allowed. When including group projects, specify the purpose and the areas for which you were responsible. Once submitted, the CD-ROM will not be returned to you.</p>			<p style="text-align: center;">September 2024 admission</p> <p style="text-align: center;">March 13, 2024</p>	
	(11)	<p>Application for Certificate of Eligibility in Excel document (use designated form)</p> <p>Applicants submit the Certificate of Eligibility (Excel document) online. (This is NOT required to send by courier.)</p>				<p style="text-align: center;">April 2024 admission</p> <p style="text-align: center;">Oct 5, 2023</p>
	<p style="text-align: center;">Submit an Excel document online</p> <p>http://www.meiji.ac.jp/cip/coe-application/</p>					

(3) Number of Students Admitted

School of Global Japanese Studies (English track)	If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.
Graduate School of Governance Studies (English Track)	Annual enrollment capacity is 10 students. If 10 students are admitted in April 2024 and they all want to study in Japan for a full year, no additional students will be accepted to this program for enrollment in September 2024.
Graduate School of Science and Technology, International Program in Architecture and Urban Design	Annual enrollment capacity is 28 students per year. If the enrollment capacity for a particular year has already been reached, exchange students will not be accepted to this program for the 2024 academic year.

(4) Duration of exchange program

Duration must be decided before applying to the program, and it cannot be changed after the online application.

(5) Choice of Supervisor

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned the supervisor which you chose in the online application.

A supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

An academic advisor provides assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
A Required to choose the preferred supervisors	Graduate schools	Graduate School of Governance Studies (English Track) Graduate School of Science and Technology, International Program in Architecture and Urban Design Graduate School of Global Business Graduate School of Global Governance
B NOT required to choose the preferred supervisors	Undergraduate schools	School of Political Science and Economics (only taking classes conducted in English) School of Arts and Letters (only taking classes conducted in English and Japanese Language Classes) School of Business Administration (only taking classes conducted in English) School of Global Japanese Studies (English Track)
	Graduate school	Graduate School of Business Administration

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office before your application. Meiji University will consider if assistance is available. We may request additional documents if ever needed. Any inquiry/request about special assistance after your application, or in cases when we could not receive necessary documents on time, we will not be able to give special assistance.