



Short-Term Study Abroad Program for Non-Degree Credit-Earning Students 2027 Application Guidelines (English-Taught Courses)

Meiji University

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

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

Ikuta Campus: 1-1-1 Higashi-Mita, Tama-ku, Kawasaki-shi, Kanagawa 214-8571

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

Official Website: <https://www.meiji.ac.jp/cip/english/>

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Personal information submitted as part of the application process will be used for procedures related to permission for course enrollment and for matters incidental thereto. For details, please refer to the “Personal Information Protection Policy of Meiji University” on the [Meiji University website](#)

1 Purpose

This program is designed for students enrolled in higher education institutions to expand study opportunities at Meiji University. Under this program, students may take designated courses offered by the University and earn a specified number of credits. Provided that such enrollment does not interfere with the studies of regular students, the University permits enrollment, upon screening, for up to 16 credits per semester.

2 Schools/Departments, Campus, and Courses

School/ Department	Campus	Courses Offered for Enrollment (English-taught courses only)
School of Global Japanese Studies Department of Global Japanese Studies	Nakano Campus	Specialized courses in Global Japanese Studies; however, courses with enrollment limits are excluded. For further details, applicants should contact the International Student Office prior to applying.

3 Eligibility Requirements

Applicants must satisfy all of the following requirements:

- (1) Be currently enrolled in a higher education institution or similar institution outside Japan that is authorized to confer a bachelor's degree or other academic degree recognized by Meiji University.
- (2) Remain enrolled at the above higher education institution(s) during the period of enrollment at Meiji University as a participant in the "Short-Term Study Abroad Program for Non-Degree Credit-Earning Students".
- (3) Satisfy the requirements of the school in which they wish to take courses.

School	Requirements
School of Global Japanese Studies	Applicants must satisfy both of the following requirements ① and ②: ① GPA 2.80 or higher score ② Satisfy any of the following conditions (a) through (c) ※ Applicants who underwent standard high school education or are undergoing standard university education conducted entirely in English are not required to meet the requirement ②. (a) A person who has gained 80 points or more in TOEFL® iBT *Only Test Date score is valid. My Best™ score is not used. (b) A person who has gained 6.0 or higher score in IELTS (Academic Module) (c) A person who has gained 169 points or more in Cambridge English Overall Score

NOTE:

- English-taught courses are not offered in schools other than the School of Global Japanese Studies.
- Language proficiency test scores must be obtained within two years prior to the application start date.
- Applicants enrolled in institutions that do not use a GPA system are required to contact the International Student Office at least two weeks prior to the application start date.

4 Courses and Credits

(1) Course Registration

At the time of application, the courses and class timetable for Academic Year 2027 have not yet been finalized.
Applicants should refer to the Academic Year 2026 syllabus and timetable (*) when selecting their preferred

courses. Please note that some of the courses listed in your application may not be available once the final list of courses and timetable are confirmed.

Applicants must list at least 10 preferred courses per semester, in order of priority. After the course offerings and timetable are finalized, if some of the requested courses are unavailable, students will be assigned to lower-ranked preferences in order of priority. Applicants must also indicate the number of courses and credits they intend to take.

(*) Available at: <https://www.meiji.ac.jp/nippon/office-info/6t5h7p00000e66ny.html>

(2) Credit Load

The maximum number of credits permitted per semester is 16. For information regarding the number of credits required to obtain a student visa (residence status) as participants in the Short-Term Study Abroad Program for Non-Degree Credit-Earning Students at Meiji University, please refer to **Section 9, “Student Visa (Residence Status) Information.”**

5 Admission Fee, Course Fee, and Experimental Lab Fee

Admission fees, Course fees, and Experimental Lab fees for Academic Year 2027 are as follows. (If enrollment is extended and continues into the Spring Semester of Academic Year 2028, separate notification will be provided.) Please note that once paid, Admission fees, Course fees, and Experimental Lab fees are non-refundable under any circumstances.

(1) Admission Fee: JPY 20,000

Students continuing from the previous academic year are exempt from this fee.

(2) Course Fee (**per credit unit**)

School of Global Japanese Studies	JPY 30,500
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6. Application Procedures

(1) Application Documents

① Application Form for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students [Form 1]
(A color photograph must be attached: front-facing upper-body photo without hat, 4 cm × 3 cm, taken within three months prior to the application start date. Edited or altered photos are not accepted.)

Please refer to the “How to Fill in the Application Form for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students” and the attached sample form on the following page.

② Course Registration Request Form [Form 2]

③ Certificate of Enrollment issued by the applicant’s home institution (in Japanese or English).

④ Official Academic Transcript issued by the applicant’s home institution (in Japanese or English), including all courses taken from enrollment up to the time of application and the corresponding grades.

*Regarding items ③ and ④:

If documents are only available in a language other than Japanese or English, a Japanese or English translation certified by an official authority (such as an embassy or notary office) must be submitted together with the original certificate or certified true copy.

⑤ A copy of a valid official English language proficiency test score report (taken within two years prior to the application start date).

⑥ Copy of the passport identification page (with photo)

< Instructions for Completing the Application Form for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students [Form 1] >

Please download the designated form and complete it using a computer.

After entering the required information, print the form, attach a photograph, and submit a scanned copy of the completed document.

Period of Study at Meiji University	Please mark (✓) your preferred period of study.
Intention to Extend Study Abroad Period	Please mark (✓) if you are considering requesting an extension of time to study at Meiji University.
Name in Chinese characters("Kanji"), Name in English, Name in Katakana	Please enter your name as written in your passport. Please enter Furigana in Katakana (only for Kanji). If you do not have a Kanji name in Chinese characters, leave the field blank.
Date of Birth	Please enter in the Western calendar (Gregorian calendar).
Age	Please enter your age at the time of application.
Gender	Please enter your gender.
Nationality, First Language	Please enter your nationality and native language.
Current Address	Please enter in English.
E-mail address, Telephone, Mobile phone	Please provide an e-mail address and telephone number where you can be reliably reached.
Passport Number	Please enter the alphabet and numbers on your passport.
Name of your current University / Institution	Please enter the name of your current higher education institution you belong to.
Name of your current School / Department	Please enter the name of your current school or department you belong to.
Location of your current school / Institution	Please enter the address of your current higher education institution in English.
Year in School	Please enter your year of study at your current higher education institution.
GPA	Please enter your GPA at the time of application.
Expected Date of Graduation (after study abroad)	Please enter in the Western calendar (Gregorian calendar).
Japanese Proficiency Test Score	If you apply for the English-taught courses, leave the field blank.
English Proficiency Test Score	Please mark (✓) the applicable test and enter your total score.

Educational Background	Please list all educational history from high school graduation to the present. Write the official name of each institution as stated on certificates or official documents. Enter the dates of enrollment and graduation exactly as shown on the official certificates.
Information of Partner Institutions	Please list the major universities with which your home institution has exchange agreements (optional). Please separate universities in Japan and universities in other countries.
Parent/Guardian Information, Relationship to Applicant	In principle, the parent/guardian should be the applicant's father or mother. Even if the applicant is 18 years of age or older, this section must be completed. Please enter the address in English. The relationship to the applicant must also be clearly indicated.

(2) Application Period and Submission Email Address

Intended Semester of Enrollment	Application Period (Japan Standard Time)	Application Method
Spring Semester, Academic Year 2027 (starts in April)	September 15(Tue) – September 30(Wed), 2026	Please attach application documents ①-⑥ in PDF format and send them by e-mail. Email: kamokuto@meiji.ac.jp
Fall Semester, Academic Year 2027 (starts in September)	March 1(Mon) – March 15(Mon), 2027	

7 Period of Enrollment

The period of enrollment for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students is one semester (six months) from the time of admission.

(1) For students admitted in the Spring Semester 2027:

April 2027 to September 2027 (six months)

(2) For students admitted in the Fall Semester 2027:

September 2027 to March 2028 (six months)

However, in either case, if a student wishes to continue studying in the following semester and receives approval from the faculty committee of the affiliated school, the period of enrollment may, in principle, be extended once only for an additional semester (six months). In such cases, separate procedures will be required.

8 Selection and Announcement of Results

Intended Semester of Enrollment	Selection	Announcement of Results
Spring Semester 2027 (starts in April)	Document screening	Applicants will be notified by email by late December 2026.
Fall Semester 2027 (starts in September)	Document screening	Applicants will be notified by email by late June 2027.

9 Student Visa (Residence Status) Information

To apply for a student visa, the applicant or their representative must first obtain a Certificate of Eligibility (COE) from the Immigration Services Agency of Japan under the Ministry of Justice. Using this certificate, the applicant must then apply for a “Student” visa at the Japanese Embassy or Consulate in their home country.

- As COE screening is conducted by the Ministry of Justice, Meiji University bears no responsibility if the application is not approved.
- To obtain “Student” residence status, students must enroll in at least 6 courses (10 hours or more per week).
- Short-term statuses such as “Temporary Visitor” are not permitted.

< If you wish to request proxy application of the Certificate of Eligibility by Meiji University >

Please follow the instructions provided in the “Enrollment Procedures Guide” sent together with the admission result notification.

(1) Application Schedule

Intended Semester of Enrollment	Application Deadline (Japan Standard Time)	Email Address for Submission
Spring Semester 2027 (starts in April)	January 15, 2027 (Fri) [must arrive by this date]	kamokuto@meiji.ac.jp
Fall Semester 2027 (starts in September)	July 16, 2027 (Fri) [must arrive by this date]	

(2) Required Documents

- ① Documents related to the Certificate of Eligibility (COE) application
- ② Copy of the passport identification page (photo page)
- ③ One document (any of the following A-D) proving the financial support amount stated in the COE application form (in Japanese or English), selected from the following:
 - A. Bank balance certificate issued in the name of the applicant or financial supporter
 - B. Copies of all pages of the bankbook, including the inside cover page, in the name of the applicant or financial supporter
 - C. Income certificate of the financial supporter
 - D. Scholarship certificate (the period must match the study abroad period)
- ④ Copy of the passport identification page (with photo) (only if your passport has been renewed since application)

10 Admission Procedures, Course Registration Procedures, and Residence Procedures

For Admission procedures, please follow the instructions provided in the “Admission Procedures Guidelines,” which will be sent together with the admission results notification.

(1) Admission Date

Intended Semester of Enrollment	Admission Procedure Deadline (Japan Standard Time)	Email Address for Submission
Spring Semester 2027 (April 1 – September 19)	January 29, 2027 (Fri) [must arrive by this date]	kamokuto@meiji.ac.jp
Fall Semester 2027 (September 20 – March 31)	July 30, 2027 (Fri) [must arrive by this date]	

(2) Required Documents for Admission

- 1 Admission Registration Form
- 2 ID Photograph data (color photo, front-facing upper body, without hat; 4 cm × 3 cm; taken within 3 months prior to application)
This will be used for the Student ID for Non-Degree Students, etc.
- 3 Prescribed fees (Admission fee, Course fee, and Experimental Lab fee)
- 4 Copy of Application for Remittance
- 5 Pledge and Consent Form for the use of personal information

(3) Course Registration Procedures

After admission, please follow the instructions of the International Student Office and complete the course registration procedures.

(4) Residence Procedures

After admission, please promptly submit a copy of your Certificate of Residence (“Jūminhyō”) and residence card to the International Student Office.

11 Notes

- (1) Students who complete admission procedures will be issued a Student ID card for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students. (The card must be returned to the International Student Office upon completion of the enrollment period.)
In case of loss, a reissuance fee of 2,000 yen will be charged.
- (2) Credits will be awarded to students who pass examinations for the courses they have taken. Upon request, a transcript of credits earned will be issued.
- (3) Short-Term Study Abroad Program for Non-Degree Credit-Earning Students may use the University Library and media-related facilities after receiving their Student ID card.
- (4) Certificates for commuter passes and student discount cards will not be issued to Short-Term Study Abroad Program for Non-Degree Credit-Earning Students.
- (5) Important notices for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students will be communicated through the Oh-o! Meiji system (the University’s online portal).
- (6) Please note that enrollment in courses may be cancelled if a course is not offered.
- (7) Except as otherwise provided in these guidelines, regulations applicable to regular students under the University’s academic regulations shall apply mutatis mutandis to Short-Term Study Abroad Program for Non-Degree Credit-Earning Students. However, Article 45 shall not apply.
- (8) The University does not provide any assistance regarding scholarships, housing, guarantors, or similar arrangements for Short-Term Study Abroad Program for Non-Degree Credit-Earning Students. In addition, students are not eligible to use student support services such as the university medical clinic.

12 Contact Information

International Student Office, International Collaboration Division, Meiji University	TEL : +81-3-3296-4488 E-mail : kamokuto@meiji.ac.jp
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13 Academic Calendar and Class Timetable

- (1) Academic Calendar (Note: The following is for reference only for the 2026 academic year. The 2027 academic

calendar has not yet been determined.)

[Spring Semester]	
Spring Semester Period	April 1 (Wed) – September 19 (Sat)
Course Terms	April 10 (Fri) – July 22 (Wed)
First Half Intensive Courses (S1)	April 10 (Fri) – June 3 (Wed)
Second Half Intensive Courses (S2)	June 4 (Thu) – July 22 (Wed)
Temporary Closure (No Classes)	May 1 (Fri) – May 2 (Sat)
Final Examinations	July 23 (Thu) – July 31 (Fri)
Summer Break	August 1 (Sat) – September 19 (Sat)
[Fall Semester]	
Fall Semester Period	September 20 (Sun) – March 31 (Wed)
Course Terms	September 20 (Sun) – January 23 (Sat)
First Half Intensive Courses (S1)	September 20 (Sun) – November 14 (Sat)
Second Half Intensive Courses (S2)	November 15 (Sat) – January 23 (Sat)
University Festival Week	October 29 (Thu) – November 3 (Tue) Classes are suspended for the entire period.
Temporary Closure (No Classes)	December 23 (Wed), December 24 (Thu)
Winter Break	December 25 (Fri) – January 7 (Thu)
University Foundation Day	January 17 (Sun)
Final Examinations	January 25 (Mon) – February 3 (Wed)
Spring Break	February 4 (Thu) – March 31 (Wed)

(2) Class Timetable

Period	1st Period		2nd Period		3rd Period		4th Period		5th Period		6th Period	
Time Slot	9:00~ 10:40		10:50~ 12:30		13:30~ 15:10		15:20~ 17:00		17:10~ 18:50		19:00~ 20:40	
Module**	a	b	a	b	a	b	a	b	a	b	a	b

** Each class lasts 100 minutes and is divided into two 50-minute modules (Module a and Module b). In addition, the following supplementary time slots are offered: Morning Module (8:00–8:50), Lunch Module (12:35–13:25), and Night Module (20:50–21:40).

14 Access to Meiji University

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

School of Law / Commerce / Political Science and Economics / Arts and Letters: Liberty Tower, 4th floor
 School of Business Administration / Information and Communication : Liberty Tower, 5th floor
 International Student Office : Global Front, 2nd floor

■3 min. walk from Ochanomizu Sta. on JR Chuo and Sobu Lines and Tokyo Metro Marunouchi Line

■5 min. walk from Shin-ochanomizu Sta. on Tokyo Metro Chiyoda Line

■5 min. walk from Jimbocho Sta. on Toei Subway Mita Line, Shinjuku Line, Tokyo Metro Hanzomon Line

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

School of Law / Commerce / Political Science and Economics / Arts and Letters / Business Administration /

Information and Communication: Building No.1, 1st floor

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

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

School of Science and Technology / Agriculture: Main Building, 1st floor

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

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

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

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

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

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

