



Application Guidelines for April 2019 Admission
School of Global Japanese Studies
Undergraduate Program
-English Track-

Meiji University
School of Global Japanese Studies

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

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URL : <http://www.meiji.ac.jp/cip/english/englishtrack/index.html>

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NOTES:

- ▶ There are no restrictions on an applicant's nationality.
- ▶ The English Track and the Japanese Track have a different curriculum. Students cannot change tracks after entering the School. For the English Track curriculum, please refer to the English Track website: <http://www.meiji.ac.jp/cip/english/englishtrack/index.html>
- ▶ All English Track students are able to take any elective classes provided in Japanese at the School of Global Japanese Studies.
- ▶ If a physical or mental disability requires special consideration when studying at Meiji University, please inquire at the Nakano Academic Affairs Office one month before the beginning of each application period.

【Inquiries】

Nakano Academic Affairs Office (School of Global Japanese Studies)
E-mail : inakanok@mics.meiji.ac.jp
Address : 4-21-1 Nakano, Nakano-ku, Tokyo, 164-8525 Japan
TEL : +81-3-5343-8057

The personal information submitted through the admission or enrollment procedure will be used only for admission purposes such as the enrollment test, admission decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. Under this operating agreement, please note that the personal information submitted in the admission process may be provided to the agency.

1. Admission Policy

Educational Policy and Goal:

The School of Global Japanese Studies aims to promote international education and to train students who can contribute to the global community, based on their thorough understanding of Japanese and international studies, as well as international academic exchange.

For this purpose, our program focuses on Japanese studies. It has three areas of concentration: Culture and Art, Business and Society, and Globalization. This program also emphasizes Japanese language education.

Based on this educational policy, the School of Global Japanese Studies selects students according to the following criteria:

1. Those who seek to explore Japanese culture as represented in art, literature, manga, animation, performing arts, movies, fashion as well as fine arts, philosophy and religion.
2. Those who are interested in the corporate and industrial systems underlying Japanese society and intend to investigate the principles of these areas.
3. Those who are interested in various issues in international relations and in the cultures, societies, economies, and histories of various regions of the world, and aim to acquire knowledge relevant to these issues.
4. Those who seek to cultivate a global perspective together with an understanding of Japan from this point of view.
5. Those who are interested in various cultures and international exchange and aim to contribute to the promotion of an intercultural society.
6. Those who seek to understand and have a good command of the Japanese language.

Skills and Knowledge Applicants are Expected to Possess:

Applicants are expected to possess basic skills in reading and writing as well as communicating in English when they start the program at the School. Applicants are also expected to possess a basic knowledge of Japan and the world.

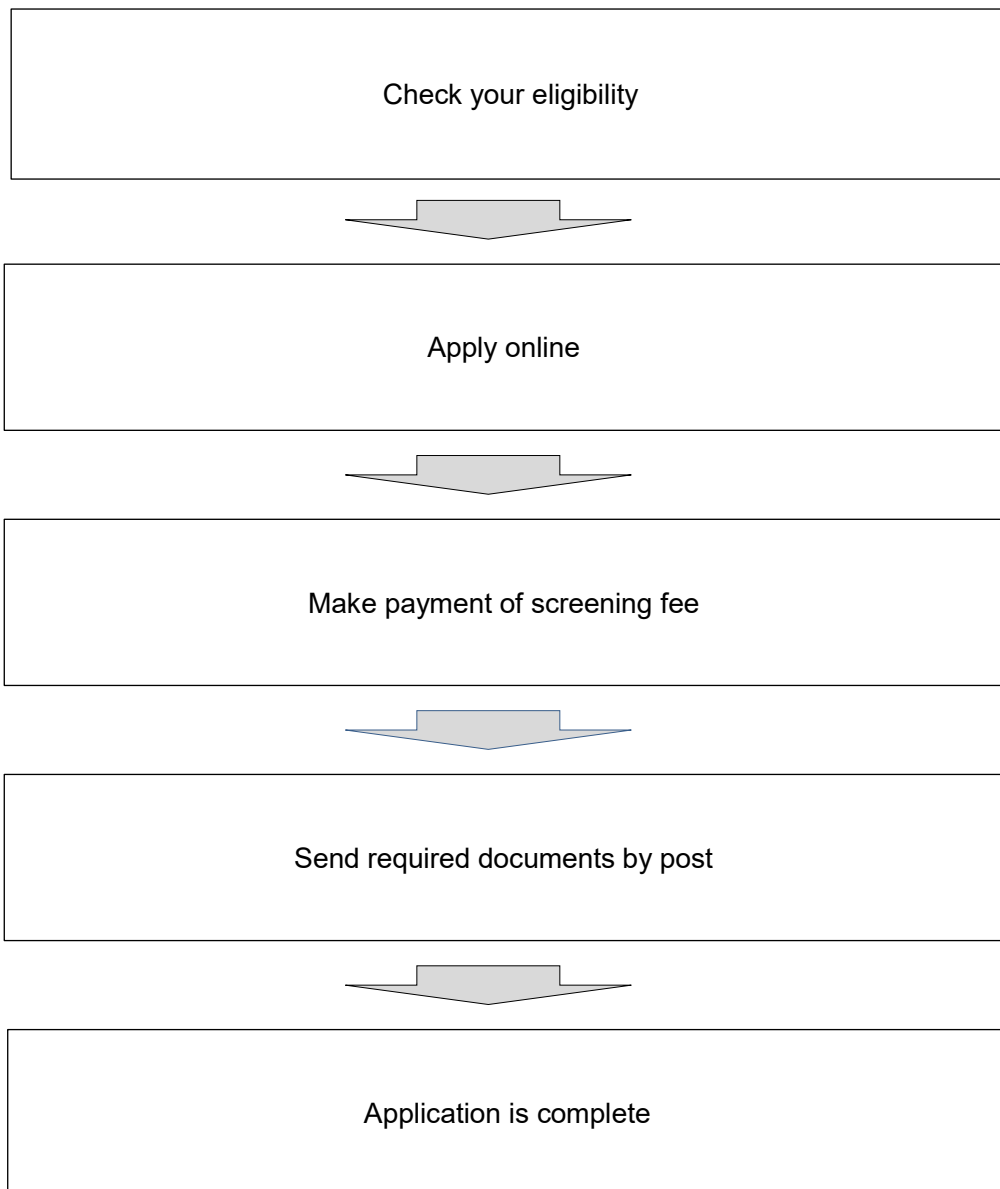
2. Enrollment Capacity

School	Department	Enrollment Capacity	
School of Global Japanese Studies	Department of Global Japanese Studies	Application Period 1	10 students
		Application Period 2	

Admission Selection Method:

The admission decision will be made solely by screening the application documents (refer to pages 9-14). Selection will be based mainly on the official standardized test scores, the statement of purpose, the high school transcript, and the English proficiency level.

3. Application Schedule and Procedure



Details about the online application system are available at the following website:
<https://meiji.applyjapan.com/>

Please complete the online application and send the required documents within the designated period.

	Application Period	Announcement of Admission Decision	Due Date for the Admission Procedure
Period 1	Tuesday, September 11, 2018, 3:00 p.m. Japan Standard Time (JST) ~ Wednesday, October 10, 2018, 3:00 p.m. (JST)	Tuesday, December 18, 2018, 10:00 a.m. (JST)	Wednesday, January 23, 2019
	All paper-based documents must arrive at the Nakano Academic Affairs Office by Wednesday, October 10, 2018, 6:00 p.m. (JST)	Results will be available from December 18, 2018 at 10:00 a.m. (JST) to December 24, 2018 at 11:59 p.m. (JST)	Accepted applicants will be notified of a specific deadline.
Period 2	Wednesday, October 31, 2018, 3:00 p.m. (JST) ~ Wednesday, November 28, 2018, 3:00 p.m. (JST)	Tuesday, January 29, 2019, 10:00 a.m. (JST)	Wednesday, February 20, 2019
	All paper-based documents must arrive at the Nakano Academic Affairs Office by Wednesday, November 28, 2018, 6:00 p.m. (JST)	Results will be available from January 29, 2019 at 10:00 a.m. (JST) to February 4, 2019 at 11:59 p.m. (JST)	Accepted applicants will be notified of a specific deadline.
Notes	<p>* The online application system is scheduled to begin operation at 3:00 p.m. (JST) on the first day of each application period, and will be available until 3:00 p.m. (JST) on the last day of each application period.</p> <p>*Applicants cannot apply for both Period 1 and Period 2.</p> <p>*If an applicant applies for Period 1, and the required documents are not complete by the deadline, the applicant will automatically be screened during Period 2.</p>	<p>*The Notification of Registration Number will be sent by post to all applicants approximately one week prior to the announcement.</p> <p>*The results can also be checked through Meiji University's website: https://www.gouhi.com/meiji/r</p>	<p>*The notification of acceptance and admission documents will be mailed by post to all accepted applicants; to the mailing address the applicant submitted in the application form.</p>

- ▶ Please **use registered express mail with a tracking number** when sending documents. If mailing domestically (in Japan), please **use simplified registered express mail** (速達・簡易書留).
- ▶ Meiji University is unable to respond to inquiries regarding delivery confirmation of documents from each applicant. Meiji University will contact individual applicants as needed through the online application system (Inquiry form) once the application documents process starts.
- ▶ Changes cannot be made on the application documents after submission.
- ▶ **Meiji University cannot respond to any inquiries regarding the screening results.**

Send application documents to:

<p>Meiji University Nakano Academic Affairs Office ET Admissions Processing 4-21-1 Nakano, Nakano-ku, Tokyo, 164-8525 Japan TEL: +81-3-5343-8057</p> <p>Please write "Application documents enclosed" on the envelope.</p> <p>〒164-8525 東京都中野区中野 4-21-1 TEL:03-5343-8057 明治大学中野教務事務室 ET 入試担当</p>

4. Application Eligibility

Applicants must meet the following requirements (1)-(4).

(1) Education

Applicants must meet at least one of the following educational requirements a) - i):

a) Completed or are expected to complete 12 years of formal education in countries other than Japan by March 31, 2019.
b) Completed or are expected to complete 12 years of formal education at foreign schools, accredited by the international organizations WASC, CIS and ACSI by March 31, 2019. <Foreign schools accredited by WASC, CIS, and ACSI> (in Japanese) http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/006.htm
c) Completed or are expected to complete 12 years of formal education at foreign schools in Japan, authorized by the Ministry of Education, Culture, Sports, Science, and Technology, Japan (abbreviated as MEXT), by March 31, 2019. <Foreign schools in Japan authorized by MEXT> (in Japanese) http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm
d) Completed or are expected to complete 12 years of formal education at Japanese schools, accredited by MEXT, by March 31, 2019.
e) Obtained or are expected to obtain any one of the following qualifications which are accepted as a university entrance qualification, by March 31, 2019. <ul style="list-style-type: none">▪ International Baccalaureate® Diploma▪ French Baccalauréat (France) *▪ Abitur (Germany)*▪ GCE A level (United Kingdom)* *If applicants apply with the French Baccalauréat, Abitur or GCE A level, the applicant is also required to submit an official standardized test score/examination certificate designated in (4). Certificates of the French Baccalauréat, Abitur or GCE A level cannot be accepted as an official standardized test score/examination certificate.
f) Successfully passed an academic qualification examination that is equivalent to the completion of 12 years of formal education.
g) If the duration of the country's formal education (primary and secondary education) is less than 12 years, the applicant must complete a university preparatory course authorized by MEXT after completing formal education in one's country.
h) Fulfilled or are expect to fulfill any of the other requirements designated by MEXT, by March 31, 2019. http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm (in Japanese only)
i) Recognized individually in the School of Global Japanese Studies' screening procedure that the applicant meets requirements equivalent to a) – h).

(2) Age Requirement

The applicant's birthdate must be on or before April 1, 2001 if applying with any of the Educational Requirements b) - i) listed above.

Notes

▶ When applying with an expected completion of **12 years** of formal education, applicants will not be accepted if they do not complete **12 years** of formal education by March 31, 2019.

▶ Please submit the “Application Form for Eligibility Screening” to the Nakano Academic Affairs Office **at least two weeks before the beginning of each application period by email**, if you have any questions or concerns about your eligibility.

Submission Deadline

Period 1: September 26, 2018, 11:59 p.m. (JST)

Period 2: November 14, 2018, 11:59 p.m. (JST)

What to submit:

<Application Form for Eligibility Screening>

<http://www.meiji.ac.jp/cip/english/englishtrack/admissions.html>

(Please download from “Eligibility Screening” on the bottom of the page)

Where to submit:

Send the completed form by email to: inakanok@mics.meiji.ac.jp

(3) English Proficiency Test Requirements

Applicants must have the ability to understand lectures conducted in English, have a required score of one of the English proficiency tests 1-3, and submit the official score report.

Applicants who are unable to submit English proficiency test scores 1-3 must meet one of the requirements in 4-7 and submit the required documents.

	Approved Tests	Required Score	What to submit	Notes
1	TOEFL iBT®	<u>80 or above</u>	<p>► Official Score Report Request ETS (Educational Testing Service) to send an Official Score Report directly to Meiji University-International Student Center. (Institution code: 7713) AND</p> <p>► Order Summary After requesting the Official Score Report from ETS through their website, print out the Order Summary. Send it to Meiji University with other documents.</p>	<p>► Order Summary Print the Order Summary from: My TOEFL iBT Account > View Orders > Order Summary</p> <p>The tests must be taken during the following periods:</p>
2	IELTS (Academic Module)	<u>6.0 or above</u>	<p>► Test Report Form (photocopy) Submit a photocopy of the Test Report Form with other application documents.</p>	<p>► Do not submit the original Test Report Form, as it will not be reissued to test takers by the testing organization. ► Results for the general training module are not approved.</p> <p>[Application Period 1] Between September 11, 2016 and September 10, 2018</p>
3	Cambridge English Qualifications: PET, FCE, CAE or CPE	<p><u>Overall Score</u> <u>169 or above</u></p>	<p>► Certifying Statement of Results Request the testing organization to send a Certifying Statement of Results directly to Meiji University Nakano Campus (→ See page 3 for address) AND</p> <p>► Candidate ID and Candidate Secret Number Print the Confirmation of Entry page, which shows the "Candidate ID" and "Candidate Secret Number". Send the printed page with other documents.</p>	<p>► Do not submit the original Certificate with other application documents. The original Certificate will not be reissued by the testing organization. ► Photocopies or certified true copies are not accepted.</p> <p>[Application Period 2] Between October 31, 2016 and October 30, 2018</p>
4	SAT® (taken in March 2016 or after)	<p><u>Reading Test:</u> <u>27 or above</u> AND <u>Writing and Language Test:</u> <u>28 or above</u></p>	<p>► Official Score Report Request the College Board to send the score directly to Meiji University. (College code: 3128) *The Essay Section is optional, but is recommended to be taken. ► Both scores must be from the same date.</p>	<p>► If the applicant has taken SAT more than once, the applicant must select one score to submit, and request the College Board to send this score. This score must match the score entered in the online application. ► If the applicant plans to take SAT during the application period, the applicant must choose "Meiji University" as the score recipient when registering, and send a photocopy of the admission ticket to Meiji University, as the results will not arrive by the deadline.</p> <p>The tests must be taken during the following periods:</p>
5	Old SAT® (taken before March 2016)	<p><u>Critical Reading:</u> <u>500 or above</u> AND <u>Writing Sections:</u> <u>500 or above</u></p>	<p>► Official Score Report Request the College Board to send the score directly to Meiji University. (College code: 3128) *Only scores including the Writing section (since March 2005) will be accepted. ► Both scores must be from the same date.</p>	<p>[Application Period 1] Between September 11 2013 and September 10, 2018</p> <p>[Application Period 2], Between October 31, 2013 and October 30, 2018</p>
6	ACT®	<p><u>English Section:</u> <u>18 or above</u></p>	<p>► Official Score Report (College Report) Request ACT to send the score directly to Meiji University. (College code/ Center code: 5520) *The writing test is optional.</p>	
7	Applicant has received primary and secondary education (12 years in principle) in English		<p>► Official letters by the principal or an academic advisor from each school to certify 12 years of education conducted in English</p>	<p>► Official letters from each school are required for all applicants if the applicant is applying with this requirement.</p>

► Please note that any English proficiency tests **that are not listed are NOT accepted.**

► The score report sent by the test organization **will only be valid if Meiji University receives the score report within the application period.**

(4) Standardized test score/examination certificates

All applicants must submit the official score report of one of the following official scores.

	Approved Tests	What to submit	Notes
1	SAT® (taken in March 2016 or after)	<p>▶ Official Score Report Request the College Board to send the score directly to Meiji University (College code: 3128). *The Essay Section is optional, but is recommended to be taken.</p>	<p>▶ If the applicant has taken SAT more than once, applicants must select one score to submit, and request the College Board to send this score. The test date must match the date entered in the online application.</p>
2	Old SAT® (taken before March 2016)	<p>▶ Official Score Report Request the College Board to send the score directly to Meiji University (College code: 3128). *Only scores including the Writing section (since March 2005) will be accepted.</p>	<p>▶ If the applicant plans to take SAT during the application period, applicants must choose "Meiji University" as the score recipient when registering and send a photocopy of the admission ticket to Meiji University, as the results will not arrive by the deadline.</p>
3	ACT®	<p>▶ Official Score Report (College Report) Request ACT to send the score directly to Meiji University (College code/ Center code: 5520).</p>	<p>▶ The writing test is optional.</p>
4	International Baccalaureate® (IB) <IB Diploma holders>	<p>▶ Transcript of Grades Request the IB head office to send the Transcript of Grades directly to Meiji University. Please select "Meiji Daigaku (Meiji University)" as the recipient institution.</p>	<p>▶ IB certificate is not accepted.</p>
	International Baccalaureate® (IB) <IB Diploma candidates>	<p>▶ Predicted grades (designated form) If the applicant's IB Diploma has not been issued by the application deadline, applicants are required to submit the predicted grades. Applicants must request their IB Diploma programme coordinator to issue predicted IB grades using the designated form (Meiji University Predicted IB grades Report Form).</p> <p style="text-align: center;">AND</p> <p>▶ Transcript of Grades In addition to the Predicted Grades, IB Diploma candidates must arrange for the Transcript of Grades to be sent directly to Meiji University by the IB head office. Please select "Meiji Daigaku (Meiji University)" as the recipient institution.</p>	<p>▶ This document must be certified by a school official and enclosed in a school envelope, officially sealed and signed across the flap by the IB programme coordinator.</p> <p>*If the applicant is accepted to Meiji University based on the IB predicted grades, but fails to obtain an IB Diploma or submit a Transcript of Grades by the designated admission deadline, their acceptance will be revoked.</p>
5	Examination for Japanese University Admission for International Students (EJU)	<p>▶ Photocopy of score report Submit a photocopy of the score report meeting the following criteria with other documents: 1) Examination Language option: English 2) Subject: Japan and the World 3) Examination must be taken in one of the following sessions: 2017-1st session, 2017-2nd session, 2018-1st session, 2018-2nd session</p>	<p>▶ Only applicants who have non-Japanese nationality (including Japanese citizens with dual-nationality) can submit the EJU score.</p> <p>▶ If the applicant wishes to submit the score of 2018-2nd session, applicants must apply for the Period 2. In this case, the applicants are required to submit the examination voucher instead of the score report when they apply. Once the score is released in December, the applicants must submit a photocopy of their score report as soon as possible.</p>

▶ Please note that any official standardized tests that are not listed are NOT accepted.

▶ The score report sent by the test organization will only be valid if Meiji University receives the score report within the application period.

5. Screening Fee and Payment Procedure

(1) Screening fee: ¥15,000 (nontaxable)

(2) Payment method:

a) Pay by credit card, ChinaPay service or PayPal

In addition to the screening fee, online application system usage fee of ¥500 will be charged.

- Please follow the instructions on the online application system and pay the screening fee. (For details about the online application procedure, visit <https://meiji.applyjapan.com/>).
- The cardholder's name does not have to be the same as that of the applicant.
- Meiji University will not issue a receipt for the payment. Please save or print out the form which states the completion of payment.
- To pay through ChinaPay service, applicants need to create an account for online payment in advance at their card issuing bank.

b) Payment through financial institutions

Please contact the Nakano Academic Affairs Office in advance.

*This payment method is only for applicants who cannot pay by credit card, ChinaPay Service or PayPal.

*The payment must be received by Meiji University by the end of the payment period.

(3) Payment Period:

Period 1: Tuesday, September 11, 2018, 3:00 p.m. (JST)

–Wednesday, October 10, 2018, 3:00 p.m. (JST)

Period 2: Wednesday, October 31, 2018, 3:00 p.m. (JST)

–Wednesday, November 28, 2018, 3:00 p.m. (JST)

*Payment does not complete the application procedure. Please make sure the university receives the complete set of required application documents by the application deadline.

(4) Important: The screening fee and online application system usage fee are non-refundable.

However, the screening fee may be refunded in certain circumstances under the university's policy.

6. Detailed Description of Application Documents

Important information for all documents and procedures

- **Applicants must register information based on the applicant's passport.**
- **If the applicant does not meet eligibility requirements, or if application documents are incomplete, the applicant will not be screened.**
- **Once the application documents are submitted and the payment is complete, the documents and the screening fee cannot be returned under any circumstances.**
- **Submission of false documents will disqualify the applicant from the application process. Furthermore, acceptance to Meiji University will be revoked if any falsified information is found in the submitted documents.**

Important information for each document is as follows.

(1) **Checklist for Application Documents**

The Checklist for Application Documents can be downloaded from the online application system.

Use the checklist to make sure that there are no missing documents, and that the documents include all necessary items. Enclose this checklist on top when submitting the documents.

- ▶ **Please write the number assigned on the checklist in the upper right corner of each document and arrange them in numerical order when submitting.**

(2) **Application Form (Form A)**

- Submit ONLINE ONLY. Do not send a hard copy
- Follow the steps indicated on the screen for the online application system, and enter the necessary information.

Dual Nationality:

- If applicants have dual nationality not including Japanese nationality, the applicant must choose one nationality to register at Meiji University. The passport information must be based on the chosen nationality. Please note that applicants are required to submit a photocopy of their passport from each country.
- If applicants have dual nationality with Japanese nationality, the applicant must choose "Japan" in the column of nationality and fill out their names based on their Japanese passport.

Guardian:

Make sure to provide details about the applicant's guardian (choose the relevant relationship). If the guardian's address is the same as applicant's current address, check "same as current address".

Academic Record:

For the academic record, **enter all the details from primary school to the present school in chronological order**. List all the names of the institutions and years attended.

Work History:

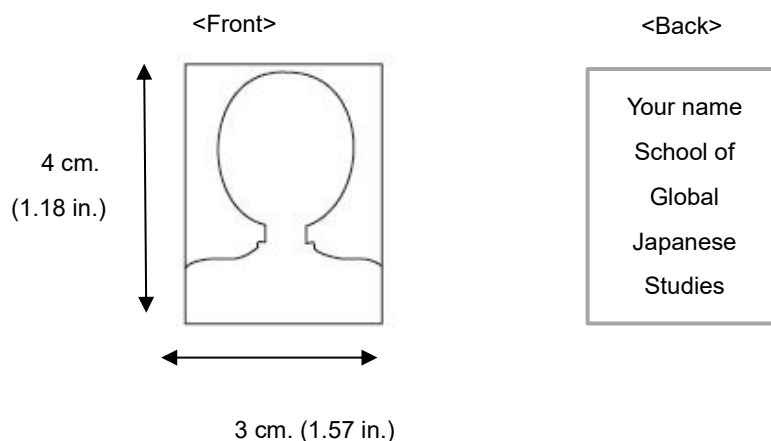
If the applicant has been employed, list the two most recent jobs in chronological order.

(Work experience includes full-time jobs and military service but **not part-time jobs.**)

(3) ID-photo

The photo will be used on the student ID card after admission. Please submit **one photo** that meets the following requirements:

- In color
- 3 cm. X 4 cm. (1.18 in. X 1.57 in.)
- Taken within the last 3 months
(to reflect your current appearance)
- Full front view of the face
- Plain background
- Photos printed with a printer, Polaroid photos, snapshots or unclear photos are not accepted
- Photos **cannot be altered in any way**
- No sunglasses
- Applicants may only wear a hat or head covering if they wear it daily for religious reasons
Even in this case, the full face must be visible
- Applicant's name and the school applying for (School of Global Japanese Studies) must be written on the back of the photo



(4) Statement of Purpose

- Submit ONLINE ONLY. Do not send a hard copy.
- Write the essay by following the steps in the online application system **or** upload a Microsoft Word document.

What to include	1) Reasons why you want to study at the School of Global Japanese Studies (SGJS)	
	2) What do you want to study at SGJS	
Essay requirements	3) Plans on how you are intending to apply your studies in the future	
	Directly type online	<ul style="list-style-type: none">• Approximately 1000 words• In English
	Upload Microsoft Word file	<ul style="list-style-type: none">• Approximately 1000 words• In English• 12-point font size, double-spaced• Include the heading "Statement of Purpose"• Include applicant's name• Include the number of words

(5) High school graduation (prospective) certificate

AND official high school transcripts

(Applicants who attend or graduated from a Japanese high school accredited by MEXT must submit a "*chosa-sho*" (Official Report Sheet). In this case, there is no need to submit the transcript and graduation certificate.)

▪ **Submit original documents**

(Documents issued and verified by applicant's graduated or attending school).

If it is not possible to submit the originals, submit notarized copies. Photocopies that have not been notarized are not accepted. Refer to the diagram on page 13.

▪ **Documents must be in English or Japanese**

For documents in other languages, attach a Japanese or English translation notarized by an embassy or other appropriate office. Refer to the diagram on page 13. **Please note that the notarization (including the notarial seal) must also be stated in English or Japanese.**

▪ **For details, please refer to the chart on the next page.**

Detailed explanations regarding each document

School Type	Required Information	Notes
Foreign High Schools	<p>▶ Graduation Certificate OR Expected Graduation Certificate</p> <p>1) Applicant's Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation or Year and Month of Expected Graduation 5) Date of Issue</p>	<p>▶ [For currently enrolled high school students] Must be issued within three months prior to the application period.</p> <p>▶ [For high school graduates] Must be issued after graduation.</p> <p>▶ If an official high school transcript includes all the required Information, the graduation certificate can be substituted with the official transcript.</p>
	<p>▶ Transcript</p> <p>1) Applicant's Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation or Year and Month of Expected Graduation 5) ALL subjects/grades for the study period at the school 6) Date of Issue</p>	<p>▶ [For currently enrolled high school students] Must be issued within three months prior to the application period.</p> <p>▶ [For high school graduates] Must be issued after graduation.</p>
Japanese High Schools accredited by MEXT	<p>▶ Chosa-sho [For currently enrolled high school students] Trimester-system high schools: All subjects/grades until first trimester in applicant's senior year</p> <p>Semester-system high schools: All subjects/grades until the spring semester in applicant's senior year</p>	<p>▶ Must be issued and verified by the principal of the graduated or attending school.</p> <p>▶ Must be enclosed and sealed in a school envelope (Documents which are NOT enclosed and sealed are invalid).</p> <p>▶ [Applicants who graduated from high school] Must be issued after graduation.</p>
High School Equivalency Diploma/ Certificate	<p>▶ Certificate of Passing OR Transcript</p> <p>1) Applicant's Name 2) Date of Birth 3) Year and Month of Passing 4) ALL subjects/grades 5) Date of Issue</p>	<p>▶ For applicants who have not graduated from a high school, but have passed the high school equivalency examination in their country.</p>
Japanese Preparatory Courses Accredited by MEXT	<p>▶ Certificate of Completion OR Certificate of Expected Completion</p>	<p>▶ For applicants who have been educated in a country where primary and secondary education is completed in less than 12 years.</p> <p>▶ Also required to submit graduation certificate and transcript of high school in applicant's own country.</p>

▶ Applicant's Name in the document must match the name in the passport

Important:

▪ **Applicants who have graduated a university/college must submit:**

- (1) High school transcript and graduation certificate
- (2) University/college transcript and graduation certificate

▪ **Applicants who are currently attending a university/college must submit:**

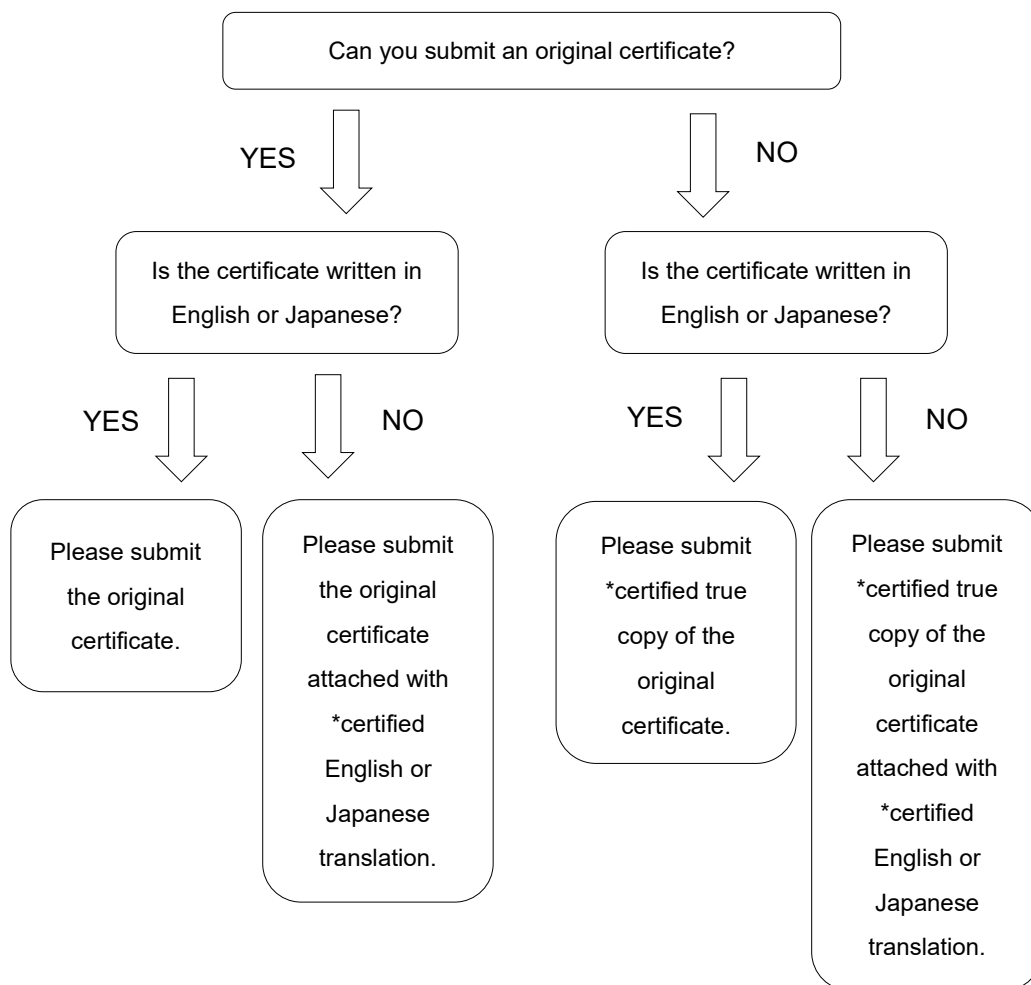
- (1) High school transcript and graduation certificate
- (2) University/college transcript and an official document indicating the enrollment period

▪ **Applicants who have been enrolled at more than one high school due to transfer must submit:**

- (1) Academic transcripts from all schools (unless all grades are accredited by one school, and clarified in the transcript)
- (2) High school graduation certificate

What if the applicant cannot submit an original certificate?

Applicants must submit the original documents. However, a certified or notarized copy is acceptable only if the documents cannot be reissued and applicants cannot submit the original.



***Who can certify?**

Only the school (organization) that issued the certificate, an embassy, or a notary public can certify the document.

(6) Documents indicating level of English proficiency

Please refer to page 6.

(7) Official standardized test score/examination certificates

Please refer to page 7.

(8) Letter of Recommendation (SEALED)

Letter of Recommendation		Notes
Requirements	<p>There is no specific format or template for the Letter of Recommendation, but it must include the following items:</p> <ol style="list-style-type: none">1) Handwritten signature of the recommender on the letter2) Applicant's full name (same spelling as on passport)3) Relationship between the applicant and the recommender	<p>▶ Write in English or Japanese.</p> <p>▶ Enclosed in an envelope, sealed, and signed across the flap by the recommender or sealed with a school stamp.</p> <p>▶ It is preferable to include items such as the applicant's personality, attitude toward their studies and interest in future studies.</p>
Who can be the Recommender?	<ol style="list-style-type: none">1) A faculty member or an academic advisor from the school the applicant is currently attending or attended2) An applicant's Japanese Language School teacher3) A supervisor or a person in a management position at their current employment* <p>* For applicants who have already graduated from a school and have difficulty finding a person who could write a letter from their school</p>	<p>▶ Recommendation letters written by family members are not accepted.</p>

(9) Photocopy of Passport

Please submit ONE copy of the bio-data page (personal details page with photo)

Notes:

- ▶ Do not submit the visa page.
- ▶ Applicants who have **dual nationality** must submit a copy of their **passport from each country**.

(10) Photocopy of Residence Card

(Only non-Japanese nationality applicants residing in Japan)

Copy both the front and back of the Residence Card.

7. Admission Procedure

(1) Sending admission documents

The notification of acceptance and admission documents will be sent to successful applicants at the same time as the announcement of the admission decision. Meiji University will use the mailing address which the applicant entered in the online application. Applicants cannot collect admission documents at Meiji University in person. If the mailing address changes after the application, contact the Nakano Academic Affairs Office immediately.

Notes:

- ▶ Applicants must complete all steps in the admission procedure during the period designated by Meiji University.
- ▶ If applicants passed the screening process, but have not received the admission document within one week after announcement, contact the Nakano Academic Affairs Office immediately.

(2) Admission Procedure

It is necessary to pay the admission fee, tuition fee and other fees by the designated dates for admission procedure. For further details, please follow the Admission Procedure Guide 2019 which will be sent to successful applicants.

8. Student Visa

Application Period 1: ACCEPTED STUDENTS who have a non-Japanese nationality will receive a notification regarding the Student Visa application procedure.

Application Period 2: ALL APPLICANTS who have a non-Japanese nationality will receive a notification regarding the Student Visa application procedure **before the announcement of the admission decision.**

9. Tuition and Fees (Reference)

Admission and Other Fees for the incoming class of 2019

(School of Global Japanese Studies) (Unit: Japanese yen)

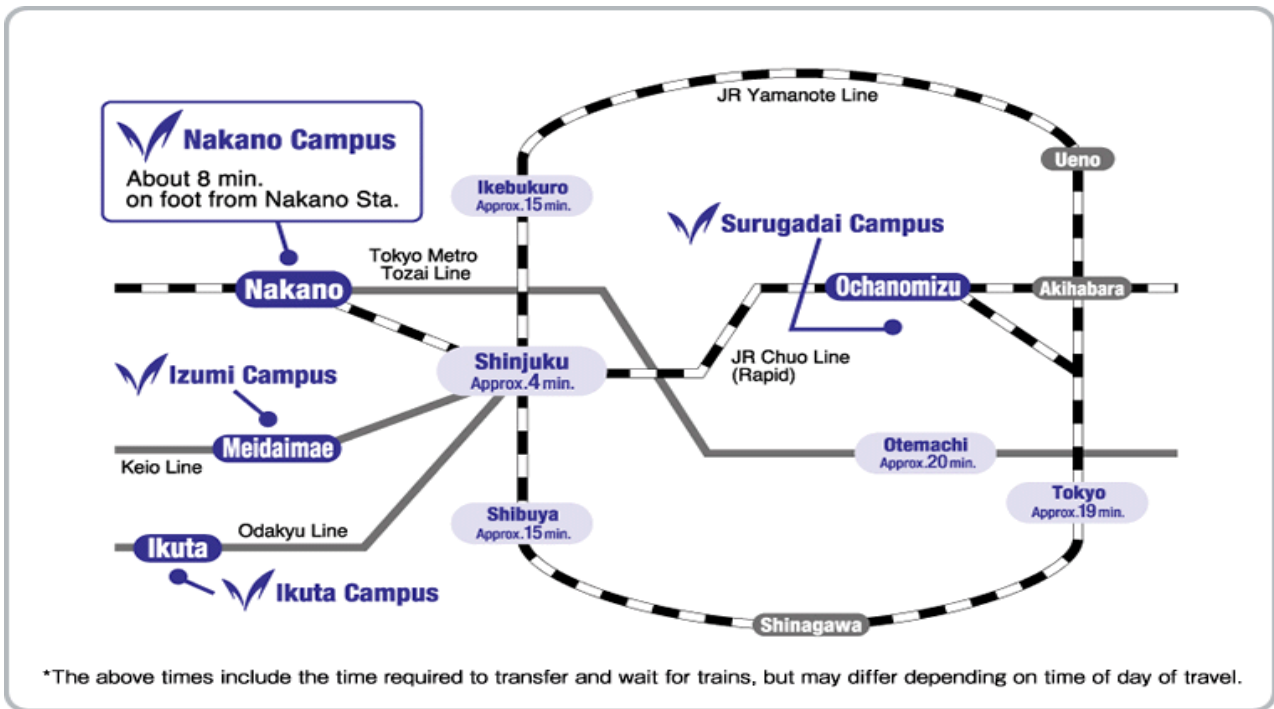
Subject \ Academic Year		2019	2020	2021	2022
		2019	2020	2021	2022
Academic Fees	Admission Fee	200,000	—	—	—
	Tuition Fee	1,048,000	1,053,000	1,058,000	1,063,000
	Educational Development Fee	208,000	208,000	208,000	208,000
	Lab Fee	10,000	10,000	10,000	10,000
Misc. Fees	Student Health Insurance	3,000	3,000	3,000	3,000
	Parents' Assoc. Fee	12,000	12,000	12,000	12,000
	Alumni Society Fee	—	10,000	10,000	10,000
Total (Annual Sum)		1,481,000	1,296,000	1,301,000	1,306,000
Amount to be paid in each semester:					
Spring Semester		848,000	660,500	663,000	665,500
Fall Semester		633,000	635,500	638,000	640,500

- ▶ The Academic Fees are divided into two semi-annual installments - Spring Semester and Fall Semester. Enrollment Charges for Spring semester of the first year consist of the Admission Fee, half the amount of the Academic Fees (except the Admission Fee), and Misc. Fees.

Payment Category	Description of Payment	Payment Deadline
Spring Semester	Admission Fee (first year only) + Half the amount of the Academic Fees for each academic year (except the Admission Fee) + Misc. Fees	For first-year students, during the *Period of admission procedure (*Please refer to page 3) In subsequent years, it is scheduled to be April 30
Fall Semester	Half the amount of the Academic Fees for each academic year (except the Admission Fee)	October 20

- ▶ After enrollment, an additional charge for certain subjects may be levied. These include subjects such as Special Certification Program Courses for Secondary School Teachers, Museum Curators, Certified Librarians and School Media Specialists.
- ▶ From the second year, an annual alumni society fee of 10,000 yen will be charged every year. (Total 30,000 yen)
- ▶ Tuition and Fees will not be refunded. However, other fees except for the Admission Fee will be refunded if you follow the necessary procedure by the designated date.
- ▶ Consumption tax is not levied on Academic Fees.
- ▶ **Academic Fees may be revised during the duration of one's studies.** For further details, please refer to the Admission Procedure Guide 2019 or the list enclosed with the transfer request form that will be sent to students after enrollment.

10. Location and Directions <http://www.meiji.ac.jp/cip/english/about/campus/nakano.html>



From the Nearest Station to Nakano Campus

About an 8-minute walk from Nakano Station

*There are 3 lines that connect to Nakano station (the JR Chuo Line, the JR Sobu Line, and the Tokyo Metro Tozai Line).

From Major Stations to Nakano Station

Shinjuku Station	via the JR Chuo Line (Rapid)	Approx. 4 min.
Tokyo Station	via the JR Chuo Line (Rapid)	Approx. 19 min.
Otemachi Station	via the Tokyo Metro Tozai Line	Approx. 20 min.
Shibuya Station	via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid)	Approx. 15 min.
Ikebukuro Station	via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid)	Approx. 15 min.