



Application Guidelines for September 2019

Admission (TRANSFER)

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

TEL : +81-3-5343-8057

FAX : +81-3-5343-8029

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

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NOTES:

- ▶ 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. Please note that we may not be able to give consideration to some cases.

【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 so that students will be able to contribute to the global community, based on their deep understanding of Japanese and international studies as well as their experiences in international academic exchange.

For that purpose, our program focuses on Japanese studies. It contains 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 such students as:

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 such a standpoint.
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.

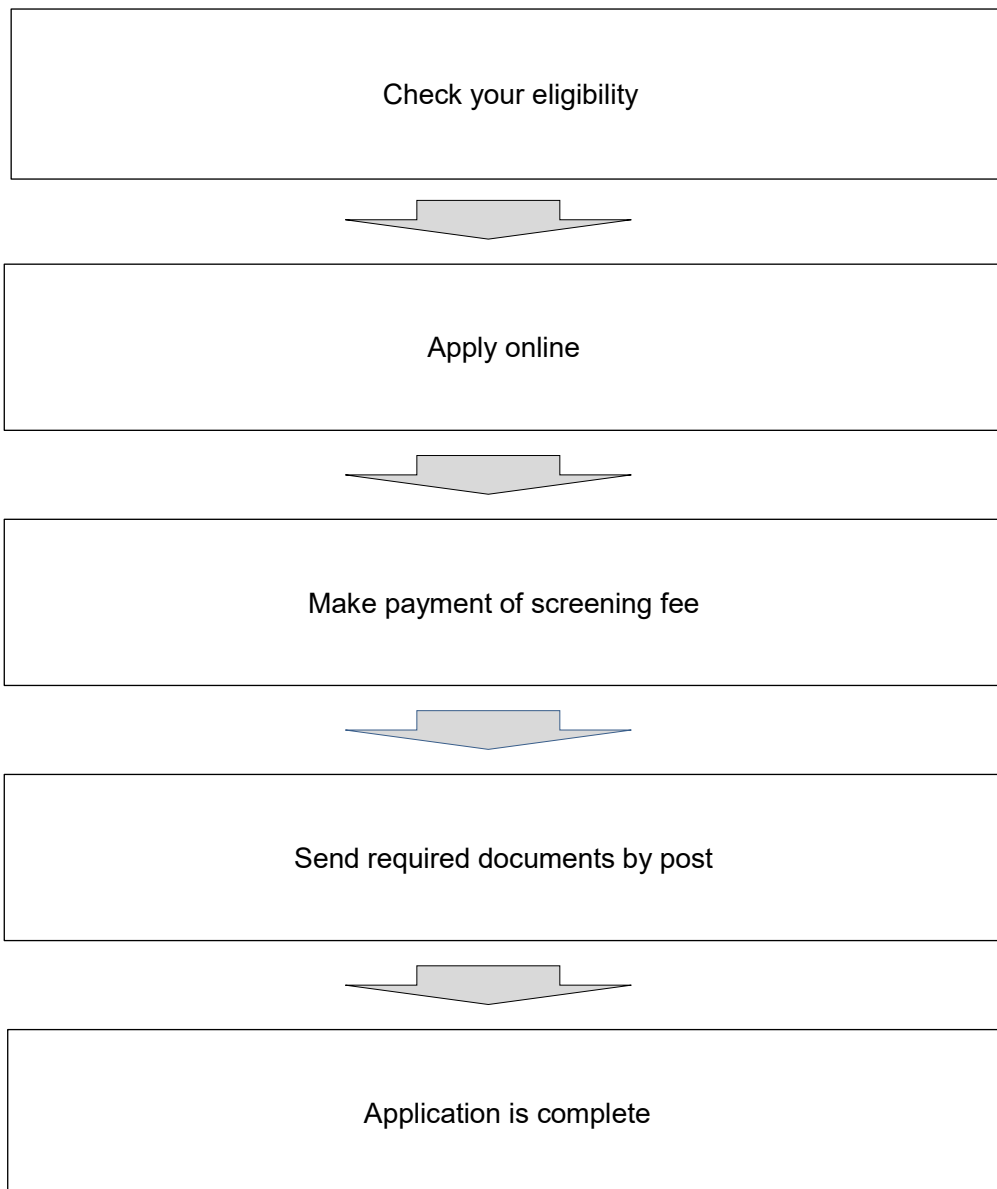
2. Enrollment Capacity

School	Department	Year of Enrollment	Enrollment Capacity
School of Global Japanese Studies	Department of Global Japanese Studies	2nd year	A limited number
		3rd year	

Admission Selection Method:

The admission decision will be made solely by screening the application documents (refer to pages 8-14). Selection will be based mainly on the university/college transcript, 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.

Note: Meiji University may contact applicants regarding their application through "Inquire" in the online application system. Applicants are advised to check their account regularly until the announcement of the admission decision.

	Application Period	Announcement of Admission Decision	Due Date for the Admission Procedure
Sep 2019 Transfer Admission	Friday, February 1, 2019, 3:00 pm Japan Standard Time (JST) to Thursday, February 28, 2019, 3:00 pm (JST)	Tuesday, May 14, 2019, 10:00 am (JST)	Tuesday, June 4, 2019
	All paper-based documents must arrive at the Nakano Academic Affairs Office by Thursday, February 28, 2019, 6:00 pm (JST)	Results will be available from May 14, 2019 at 10:00 am (JST) to May 20, 2019 at 11:59 pm (JST) on the following website: https://www.gouhi.com/meiji/r	
Notes	* The online application system is scheduled to begin operation at 3:00 pm (JST) on the first day of the application period, and will be available until 3:00 pm (JST) on the last day of the application period.	*The Notification of Application Reference Number will be sent by post to all applicants approximately one week prior to the announcement.	*The Notification of Acceptance and admission documents will be mailed by post to accepted applicants; to the mailing address the applicant submitted in the application form.

- ▶ 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 "Inquire" in the online application system 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:

Meiji University Nakano Academic Affairs Office
ET Transfer Admissions Processing
4-21-1 Nakano, Nakano-ku, Tokyo, 164-8525 Japan
TEL: +81-3-5343-8057

Please write "Application documents enclosed" on the envelope.

〒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 編入学試験担当

4. Application Eligibility

Applicants must meet the following requirements (1)-(6).

(1) Citizenship

Applicants must have non-Japanese citizenship.

(2) 12-year Education

Applicants must have completed 12 years of formal education in a non-Japanese educational system.

*The following cases are also considered as a “non-Japanese educational system.”

a) Foreign schools in Japan authorized by the Minister of Education, Culture, Sports, Science and Technology, Japan (“MEXT”), which are equivalent to high school education.
http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm (Japanese website)

b) Foreign schools in Japan accredited by WASC, CIS and ACASI, which are equivalent to high school education.
http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/006.htm (Japanese website)

Note: Applicants who have studied in an elementary or secondary school in Japan, may not be eligible. Please inquire about eligibility with the Nakano Academic Affairs Office by two weeks prior to the beginning of the application period. (Please refer to page 5)

(3) Undergraduate Education after completing 12-year Education

Applicants for the second year admission must meet one of the following requirements a) - c) after completing 12-year Education.

Second year admission	a)	Completed or expected to complete at least the first year of undergraduate education (bachelor’s degree or equivalent) by September 19, 2019.
	b)	Graduated or expected to graduate from a college (associate degree or equivalent) by September 19, 2019.
	c)	Are recognized individually by the School of Global Japanese Studies’ screening procedure as equivalent to a) or b).

Applicants for the third year admission must meet one of the following requirements a) - c) after completing 12-year Education.

Third year admission	a)	Completed or expected to complete at least the second year of undergraduate education (bachelor’s degree or equivalent) by September 19, 2019.
	b)	Graduated or expected to graduate from a college (associate degree or equivalent) by September 19, 2019.
	c)	Are recognized individually by the School of Global Japanese Studies’ screening procedure as requirements equivalent to a) or b).

(4) Transferrable Credits

Applicants must have the following number of transferrable credits by the deadline of the admission procedures.

	Transferrable credits calculated in accordance with the Meiji University's accreditation policies
Second year admission	30 credits or more
Third year admission	62 credits or more

Notes

- ▶ Inquiries about transferrable credit hours cannot be answered in advance, as Meiji University will evaluate each applicant's coursework after all application documents have been submitted.
- ▶ If an applicant who applies for third year admission does not have the required number of transferrable credits under Meiji's accreditation policies upon application, he/she may be screened for the second year. However, if an applicant who applies for the second year admission does not have the required number of credits, he/she will be ineligible.
- ▶ When applying with transferrable credits for courses in progress, applicants will not be accepted for either the third year or second year if credits are not granted for these courses by the deadline of the admission procedures.
- ▶ Transfer students who are admitted to the second year must attend at least three years (six semesters) and complete 94 credits at Meiji University to graduate. (The maximum enrollment period is 7 years)
- ▶ Transfer students who are admitted to the third year must attend at least two years (4 semesters) and complete 62 credits at Meiji University to graduate. (The maximum enrollment period is 6 years.)

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

Submission Deadline

Friday, January 18, 2019, 11:59 pm (JST)

What to submit:

<Application Form for Eligibility Screening>

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

(Please download from "Eligibility Screening" at the bottom of the page)

Where to submit:

Send the completed form by email to: [**inakanok@mics.meiji.ac.jp**](mailto:inakanok@mics.meiji.ac.jp)

(5) English Proficiency Test Requirements

Applicants must have the ability to understand lectures conducted in English, have a required score in 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 certifying the applicant's English language capability.

	Approved Tests	Required Score	What to submit	Notes
1	TOEFL iBT®	80 or above	<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: <i>My TOEFL iBT Account > View Orders > Order Summary</i></p>
2	IELTS (Academic Module)	6.0 or above	<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.</p> <p>► Results for the general training module are not approved.</p> <p>The test must be taken during the following period: Between February 1, 2017 and January 31, 2019</p>
3	Cambridge English Qualifications General and higher education: B1, B2, C1, C2 (Old name: PET, FCE, CAE, CPE)	Overall Score 169 or above	<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.</p> <p>► Photocopies or certified true copies are not accepted.</p>
4	SAT® (taken in March 2016 or after)	Reading Test: 27 or above AND Writing and Language Test: 28 or above	<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>► Both scores must be from the same date.</p>	<p>► If the applicant has taken the SAT more than once, they must select one score to submit, and request the College Board to send the score. This score must match the score entered in the online application.</p> <p>► 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>
5	Old SAT® (taken before March 2016)	Critical Reading: 500 or above AND Writing Sections: 500 or above	<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>► Both scores must be from the same date.</p>	<p>The test must be taken during the following period: Between February 1, 2014 and January 31, 2019</p>
6	ACT®	English Section: 18 or above	<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 English proficiency tests that are not listed above 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.

(6) 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>
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>	

▶ 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

(A system usage fee of ¥500 will be charged separately)

- Please follow the instructions on the online application system and pay the screening fee. (For details about the online application procedure, see <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.

*Meiji University must receive the payment by the end of the payment period.

(3) Payment Period:

Friday, February 1, 2019, 3:00 pm (JST) -

Thursday, February 28, 2019, 3:00 pm (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.

6. Detailed Description of Application Documents

Attention!

- If the applicant does not meet eligibility requirements, or if application documents are incomplete, the application will be invalid and the applicant will not be screened.
- Applicants must register information based on the applicant's passport.
- Once the application documents are submitted, they 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:

(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.

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

- Submit ONLINE ONLY. Do not send a hard copy
- Follow the steps indicated in the online application system, and enter the necessary information. Some of the important points are listed below.

Intended year to apply for admission:

- Please choose an intended year to apply for admission.
- [Only for applicants for the third-year admission]
Please check the box if you would like to be screened for the second-year admission when there are not enough transferrable credits for the third-year admission.

Dual Nationality:

- If an applicant has dual nationalities not including Japan, 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 an applicant has dual nationalities including Japan, the applicant must register information based on the passport of their non-Japanese nationality.

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:

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**.)

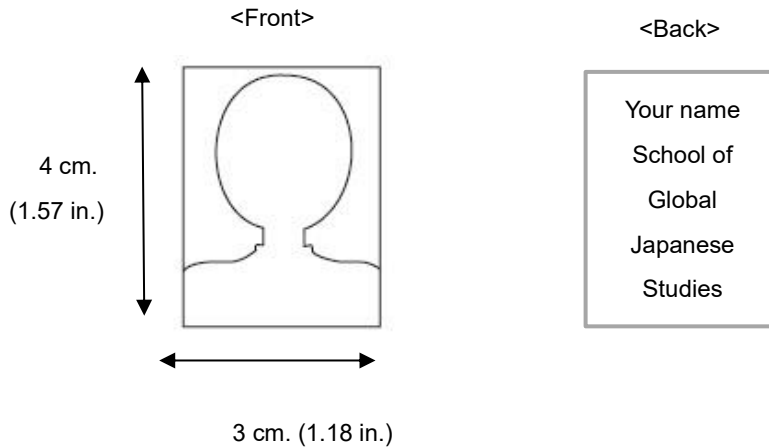
(3) **ID-photo**

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

- In color
- 4 cm. X 3 cm. (1.57 in. X 1.18 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 the essay **ONLINE ONLY**. Do not send a hard copy.
- Follow 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 you want to study at SGJS 3) Plans on how you are intending to apply your studies in the future	
Essay requirements	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 certificate AND official high school transcripts

School Type	Required Information	Notes
Foreign High Schools	<p>▶ Graduation Certificate</p> <p>1) Applicant Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation 5) Date of Issue</p>	<p>▶ 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 Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation 5) ALL subjects/grades for the study period at the school 6) Date of Issue</p>	<p>▶ Must be issued after graduation.</p>
High School Equivalency Diploma/ Certificate	<p>▶ Certificate of Passing OR Transcript</p> <p>1) Applicant 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</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>▶ High School Graduation Certificate ▶ High School Transcript</p>	<p>▶ Applicants must also submit the graduate certificate and official transcript from the high school in their own country.</p>

▶ The applicant's name in the document must match the name in the passport.

(6) University / college graduation (prospective) certificate OR certificate of enrollment period, and official university / college transcript

- **Applicants who have been enrolled at more than one university/college due to transfer must submit official academic transcripts from all schools**

School Type	Required Information	Notes
<p>Have already graduated from University/ College</p> <p>OR</p> <p>Withdrew from University/ College</p>	<p>► Graduation/ Withdrawal Certificate</p> <ol style="list-style-type: none"> 1) Applicant Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation/ Withdrawal 5) Awarded Degree/Name of the Degree Course 6) Date of Issue 	<p>► Must be issued after graduation/ withdrawal.</p> <p>► If an official university/ college transcript includes all the required information, the graduation/ withdrawal certificate can be substituted with the official transcript.</p>
	<p>► Transcript</p> <ol style="list-style-type: none"> 1) Applicant Name 2) Date of Birth 3) Year and Month of Admission 4) Year and Month of Graduation 5) ALL subjects/grades for the study period at university/college including courses in progress 6) Awarded Degree/Name of the Degree Course 7) Date of Issue 	<p>► Must be issued after graduation/ withdrawal.</p> <p>► Applicants who have been enrolled at more than one university/college due to transfer must submit transcripts from all universities/colleges.</p>
<p>Currently enrolled in University/ College</p>	<p>► Proof of Enrollment</p> <ol style="list-style-type: none"> 1) Applicant Name 2) Date of Birth 3) Year and Month of Admission 4) Semesters/terms enrolled 5) Start and end dates of each semester 6) Date of Issue 	<p>► Must be issued within three months prior to the application period.</p> <p>► If an official university/college transcript includes all the required information, the proof of enrollment can be substituted with the official transcript.</p> <p>► If the start and end dates of each semester are not clarified, include a document that indicates the dates.</p>
	<p>► Transcript</p> <ol style="list-style-type: none"> 1) Applicant Name 2) Date of Birth 3) Year and Month of Admission 4) Semesters/terms enrolled 5) ALL subjects/grades for the study period at university/college including courses in progress 6) Name of the Degree Course 7) Date of Issue 	<p>► Must be issued within three months prior to the application period.</p> <p>► Applicants who have been enrolled at more than one universities/colleges due to transfer must submit transcripts from all universities/colleges.</p>

► The applicant's name in the document must match the name in the passport.

(7) Syllabus for all courses on university / college transcripts OR School Catalog

The syllabus or school catalog must at least include the following information for all courses on the transcript: course title, contents, class hours, schedule, and grading system.

Please mark the pages of all courses that are on the university/college transcripts in the order corresponding to the courses on the transcripts.

Notes for (5)-(7)

- **Submit original and official documents**

(Documents issued and verified by the school the applicant graduated from).

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 at the bottom of this page.

▪ 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 at the bottom of this page. Please note that the notarization (including the notarial seal) must also be stated in English or Japanese.

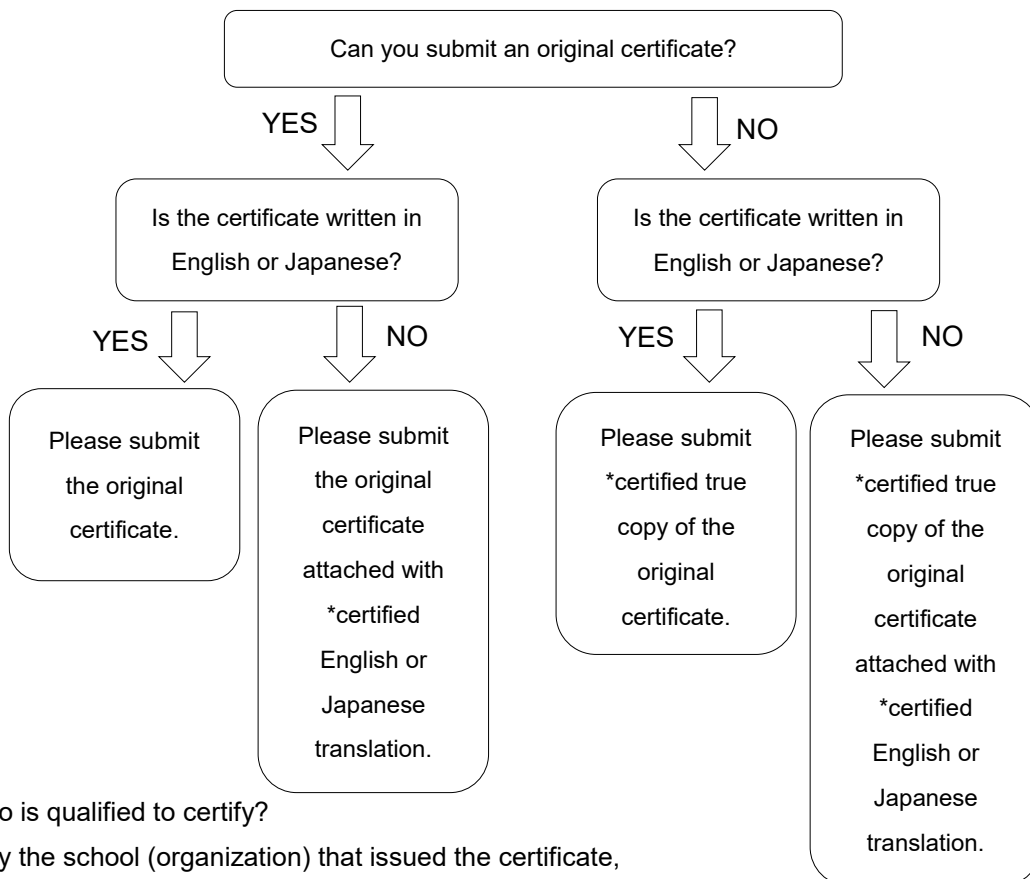
(8) Application for Credits Transfer

- Download the Application for Credits Transfer (Microsoft Excel) from the online application system. Complete the form and upload the file to the online application system.
- Please enter all courses on the university/college transcripts in the order corresponding to the courses on the transcripts.
- All information must be based on academic documents which applicants submit (graduation certificate, official university/college transcripts, syllabus or school catalogs). If there are any differences in the form and the submitted documents, applicants may be requested to submit supplementary documents.

What if the original certificate cannot be submitted?

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.

*The notarization must be in English or Japanese. The notarization seal should also be in English or Japanese, but please contact us if it is difficult to have the notarization seal in English/Japanese.



*Who is qualified to certify?

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

(9) Documents indicating level of English proficiency

Please refer to page 6.

(10) Official standardized test score/examination certificates

Please refer to page 7.

(11) 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) Full name, position and means of contact of the recommender.2) Handwritten signature of the recommender on the letter3) Applicant's full name (same spelling as on passport)4) Relationship between the applicant and the recommender	<p>▶ Written 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>

(12) 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**.

(13) Photocopy of Residence Card (Only 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 did not receive 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

ACCEPTED STUDENTS will receive a notification regarding the Student Visa application procedure.

9. Tuition and Fees

**Admission and Other Fees for the incoming class of 2019
(School of Global Japanese Studies) (Unit: Japanese yen)**

(1) Transfer students from other universities

<2nd year enrollment>

Subject \ Year		Fall 2019	2020	2021	Spring 2022
Academic Fees	Admission Fee	200,000	—	—	—
	Tuition Fee	524,000	1,050,500	1,055,500	529,000
	Educational Development Fee	104,000	208,000	208,000	104,000
	Lab Fee	5,000	10,000	10,000	5,000
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)		858,000	1,293,500	1,298,500	653,000
Spring Semester		—	658,000	660,500	653,000
Fall Semester		858,000	635,500	638,000	—

<3rd year enrollment>

Academic Year		Fall 2019	2020	Spring 2021
Subject				
Academic Fees	Admission Fee	200,000	—	—
	Tuition Fee	524,000	1,050,500	526,500
	Educational Development Fee	104,000	208,000	104,000
	Lab Fee	5,000	10,000	5,000
Misc. Fees	Student Health Insurance	3,000	3,000	3,000
	Parents' Assoc. Fee	12,000	12,000	12,000
	Alumni Society Fee	20,000	10,000	—
Total (Annual Sum)		868,000	1,293,500	650,500
Spring Semester		—	658,000	650,500
Fall Semester		868,000	635,500	—

(2) Transfer students from other schools within Meiji University

<2nd year enrollment>

Year		Fall 2019	2020	2021	Spring 2022
Subject					
Academic Fees	Admission Fee	100,000	—	—	—
	Tuition Fee	524,000	1,050,500	1,055,500	529,000
	Educational Development Fee	104,000	208,000	208,000	104,000
	Lab Fee	5,000	10,000	10,000	5,000
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)		758,000	1,293,500	1,298,500	653,000
Spring Semester		—	658,000	660,500	653,000
Fall Semester		758,000	635,500	638,000	—

<3rd year enrollment>

Academic Year		Fall 2019	2020	Spring 2021
Subject				
Academic Fees	Admission Fee	100,000	—	—
	Tuition Fee	524,000	1,050,500	526,500
	Educational Development Fee	104,000	208,000	104,000
	Lab Fee	5,000	10,000	5,000
Misc. Fees	Student Health Insurance	3,000	3,000	3,000
	Parents' Assoc. Fee	12,000	12,000	12,000
	Alumni Society Fee	20,000	10,000	—
Total (Annual Sum)		768,000	1,293,500	650,500

Spring Semester	—	658,000	650,500
Fall Semester	768,000	635,500	—

Notes for all students:

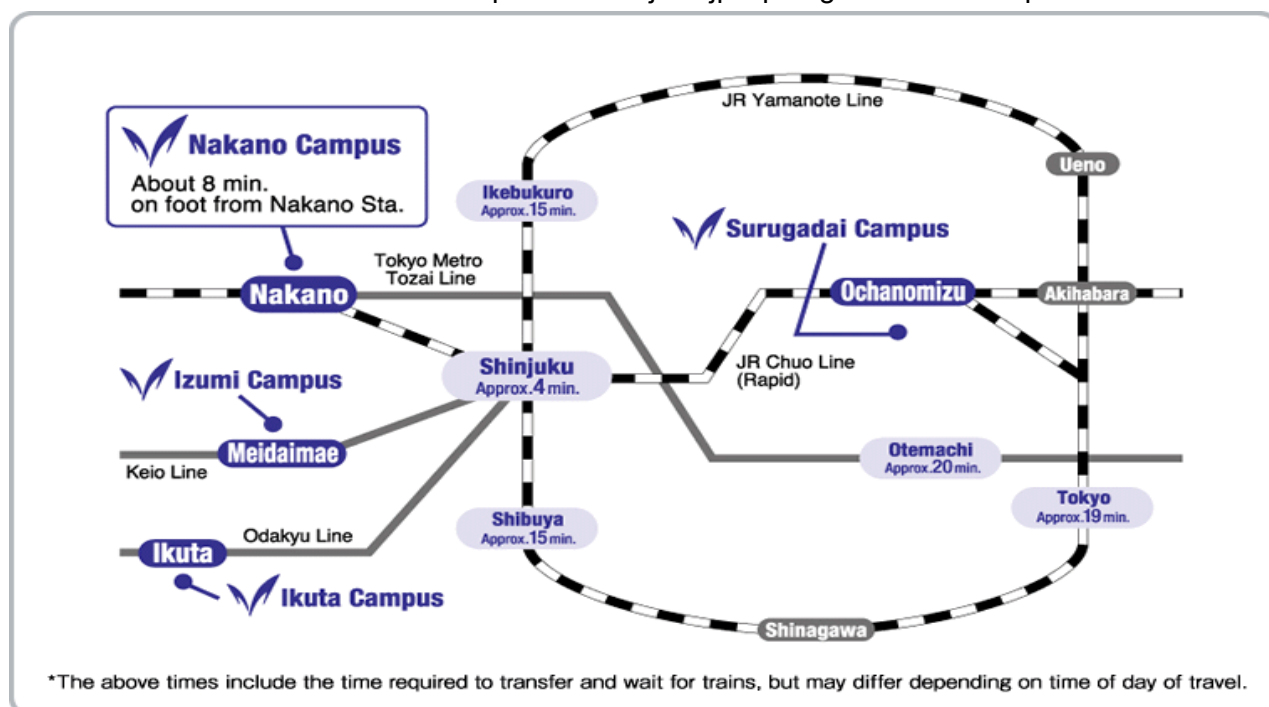
1. The Academic Fees are divided into two semi-annual installments - Spring Semester and Fall Semester.

Enrollment Charges for Fall semester of the first year consist of the Admission Fee, Tuition Fee for Fall 2019, half the amount of annual Educational Development Fee and Lab Fee, and Misc. Fees.

Payment Category	Description of Payment	Payment Deadline
Fall 2019	Admission Fee + Tuition Fee for Fall 2019 + Half the amount of annual Educational Development Fee and Lab Fee + Misc. Fees	The payment must be completed (Meiji University must receive the payment) by June 4, 2019
Spring Semester in subsequent years	Tuition Fee for Spring semester + Half the amount of annual Educational Development Fee and Lab Fee + Misc. Fees	April 30
Fall Semester in subsequent years	Tuition Fee for Fall semester + Half the amount of annual Educational Development Fee and Lab 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

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.