



**Application Guidelines for September 2020 Admission**  
**School of Global Japanese Studies**  
**Undergraduate Program**  
**-English Track-**

**Meiji University**  
**School of Global Japanese Studies**

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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:

- ▶ There are no restrictions on the applicant's nationality.
- ▶ The English Track and the Japanese Track have a different curriculum. You cannot change tracks after enrollment. For information on the English Track curriculum, please refer to the English Track website: <https://www.meiji.ac.jp/cip/english/englishtrack/index.html>
- ▶ All English Track students can take any elective class offered 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 grant all requests that we receive.

### 【Inquiries】

Nakano Academic Affairs Office (School of Global Japanese Studies)  
E-mail : [inakanok@mics.meiji.ac.jp](mailto: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 procedures will be used only for admission purposes such as the enrollment test, admission decision, enrollment procedures 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.

## I. 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.

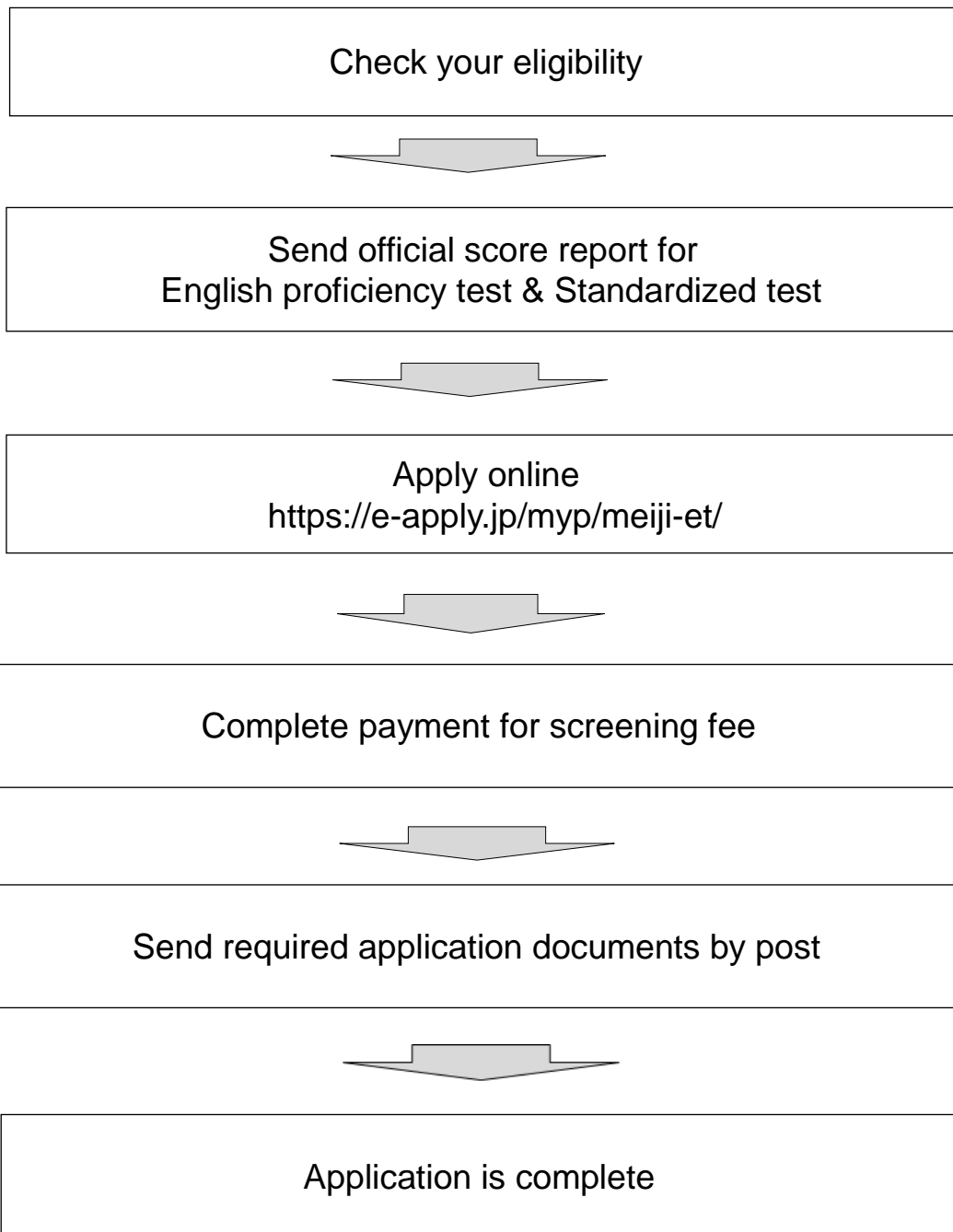
## II. Enrollment capacity

School	Department	Enrollment capacity
School of Global Japanese Studies	Department of Global Japanese Studies	10 students

### Admission selection method:

The admission decision will be made solely by screening the application documents (refer to pages 8-13). Selection will be based mainly on the official standardized test scores, the statement of purpose, the high school transcript, and the English proficiency level.

### III. Application schedule and procedures



**Note:** Please check your email regularly until the announcement of admission results, as we may contact you regarding your application. The inquiry email will be sent from the following email address.

[etadmissions@mics.meiji.ac.jp](mailto:etadmissions@mics.meiji.ac.jp)

This email address is only for applicants who completed their application.

## Important dates

<p><b>English proficiency test and Standardized test official score report</b></p>	<p>Please check the website of each test organization in advance and make sure the official score report will arrive by the deadline for application documents.</p> <p>The official score reports are only valid if they reach Meiji University by Tuesday, April 21, 2020, 5:30 pm Japan Standard Time (JST).</p>
<p><b>Online application period</b></p>	<p><b>Wednesday, April 1, 2020, 3:00 pm (JST)</b> to <b>Tuesday, April 14, 2020, 3:00 pm (JST)</b></p> <p>Please complete your online application from <a href="https://e-apply.jp/myp/meiji-et/">https://e-apply.jp/myp/meiji-et/</a> during the period above.</p>
<p><b>Deadline for Application documents</b></p>	<p>Please send application documents by post.</p> <p>All paper-based application documents <b>must reach</b> the Nakano Academic Affairs Office by <b>Tuesday, April 21, 2020, 5:30 pm (JST)</b></p> <ul style="list-style-type: none"> <li>▶ Please use <b>registered express mail with a tracking number</b> when sending documents. If mailing domestically (in Japan), please use <b>simplified registered express mail</b> (速達+簡易書留).</li> <li>▶ Please use the tracking number provided by the express mail carrier to check the delivery status of your documents. We cannot respond to individual inquiries regarding the delivery confirmation of documents. If necessary, you will be contacted by email after the application process starts.</li> </ul>
<p><b>Application reference number</b></p>	<p>The Application Reference Number will be available in the online application system from <b>Tuesday, June 2, 2020, 3:00 pm (JST)</b></p> <p>This reference number will be used to announce admission results.</p>
<p><b>Announcement of screening results</b></p>	<p><b>Tuesday, June 9, 2020, 10:00 am (JST)</b></p> <p>Results will be available from June 9, 2020, 10:00 am (JST) to June 15 2020, 11:59 pm (JST) on the following website: <a href="https://www.gouhi.com/meiji/r/">https://www.gouhi.com/meiji/r/</a></p> <p>The Notification of Acceptance and admission documents will be sent by post to all accepted applicants.</p>
<p><b>Deadline for admission procedures to be completed in full</b></p>	<p><b>Thursday, June 25, 2020</b></p>

- ▶ Changes to the application documents cannot be made after submission.
- ▶ Please note that inquiries regarding the screening result cannot be answered.

Send application documents to:

Meiji University Nakano Academic Affairs Office  
ET 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.

#### IV. Application eligibility

Applicants must meet the following requirements A-D.

##### A. Education

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

a) <b>Completed or are expected to complete 12 years of formal education in countries other than Japan by September 19, 2020.</b>
b) <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 September 19, 2020.</b> <Foreign schools accredited by WASC, CIS, and ACSI> (in Japanese) <a href="http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/006.htm">http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/006.htm</a>
c) <b>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 September 19, 2020.</b> <Foreign schools in Japan authorized by MEXT> (in Japanese) <a href="http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm">http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm</a>
d) <b>Completed or are expected to complete 12 years of formal education at Japanese schools, accredited by MEXT, by September 19, 2020.</b>
e) <b>Obtained or are expected to obtain any one of the following qualifications which are accepted as a university entrance qualification, by September 19, 2020.</b> <ul style="list-style-type: none"><li>▪ <b>International Baccalaureate® Diploma</b></li><li>▪ <b>French Baccalauréat (France) *</b></li><li>▪ <b>Abitur (Germany)*</b></li><li>▪ <b>GCE A level (United Kingdom)*</b></li></ul> <p>*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 “D. Standardized test score/examination certificates on page 7.” Certificates of the French Baccalauréat, Abitur or GCE A level cannot be accepted as an official standardized test score/examination certificate.</p>
f) <b>Successfully passed an academic qualification examination that is equivalent to the completion of 12 years of formal education*.</b> *The academic qualification examination must be recognized by the School of Global Japanese Studies.
g) <b>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, by September 19, 2020.</b>
h) <b>Fulfilled or are expected to fulfill the requirements designated by MEXT, by September 19, 2020.</b> <a href="http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm">http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm</a> (in Japanese only)
i) <b>Recognized individually in the School of Global Japanese Studies’ screening procedures that the applicant meets requirements equivalent to a) – h).</b>

##### B. Age requirement

The applicant’s birthdate must be on or before September 20, 2002 if applying with f) or i) in the Educational Requirements above.

##### Notes

- ▶ If you are expected to complete 12 years of education and are applying with this status, you must complete 12 years of formal education by September 19, 2020. You will not be accepted if the graduation date is after this date.

**If you have any questions or concerns about your eligibility**, please send us the “Application Form for Eligibility Screening” by the end of March.

**Deadline: Tuesday, March 31, 2020, 11:59 pm (Japan Standard Time)**

**Application form for eligibility screening**

<https://www.meiji.ac.jp/cip/english/englishtrack/admissions.html#eligibility>

**Email: [inakanok@mics.meiji.ac.jp](mailto:inakanok@mics.meiji.ac.jp)**

## C. English proficiency test requirements

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

- ▶ Only English proficiency test scores specified below are accepted.
- ▶ The score report sent by the test organization **is only valid if Meiji University receives the score report by the deadline for application documents.**
- ▶ **Your name on the official score report must match the name on your passport.**
- ▶ **The test date must match the date registered in the online system. Please enter accurately.**

	Approved Tests	Required Score	What to submit	Notes
1	TOEFL iBT®	<u>80 or above</u>	<p>▶ <b>Official Score Report</b> Request ETS (Educational Testing Service) to send an Official Score Report directly to Meiji University-International Student Center. (Institution code: 7713) AND</p> <p>▶ <b>Order Details</b> After requesting the Official Score Report from ETS through their website, print out the Order Details. Send it to Meiji University with other documents.</p>	<p>▶ <b>"MyBest™ Scores" are not accepted. You must choose one test date.</b></p> <p>▶ <b>Order Details</b> <b>Print the Order Details from: My TOEFL Home &gt; View My Orders</b></p>
2	IELTS (Academic Module)	<u>6.0 or above</u>	<p>▶ <b>Test Report Form (photocopy)</b> Submit a photocopy of the Test Report Form with other application documents.</p>	<p>▶ Do not submit the original Test Report Form for test takers, as it will not be reissued.</p> <p>▶ Results for the general training module are not approved.</p>
3	Cambridge English Qualifications General and higher education: B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	<u>Overall Score</u> <u>169 or above</u>	<p>▶ <b>Certifying Statement of Results</b> 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>▶ <b>Candidate ID and Candidate Secret Number</b> 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)	<u>Reading Test:</u> <u>27 or above</u> AND <u>Writing and Language Test:</u> <u>28 or above</u>	<p>▶ <b>Official Score Report</b> Request the College Board to send the paper-based score report 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 you have taken the SAT more than once, you must select one score to submit, and request the College Board to send the score. This score must match the score you entered in the online application.</p>
5	Old SAT® (taken before March 2016)	<u>Critical Reading:</u> <u>500 or above</u> AND <u>Writing Sections:</u> <u>500 or above</u>	<p>▶ <b>Official Score Report</b> Request the College Board to send the paper-based score report directly to Meiji University. (College code: 3128) ▶ Both scores must be from the same date.</p>	<p>The tests must be taken between April 22, 2015 and February 29, 2020</p>
6	ACT®	<u>English Section:</u> <u>18 or above</u>	<p>▶ <b>Official Score Report (College Report)</b> Request ACT to send the score directly to Meiji University. (College code/ Center code: 5520) *The writing test is optional.</p>	



## D. Standardized test score/examination certificates

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

- ▶ Only Official Standardized test scores specified below are accepted.
- ▶ The score report sent by the test organization is **only valid if Meiji University receives the score report by the deadline for application documents.**
- ▶ **Your name on the official score report must match the name on your passport.**
- ▶ **The test date must match the date registered in the online system. Please enter accurately.**

	Approved Tests	What to submit	Notes
1	<b>SAT®</b> (taken in March 2016 or after)	<p>▶ <b>Official Score Report</b></p> <p>Request the College Board to send the paper-based score report directly to Meiji University (College code: 3128). *The Essay Section is optional, but advised to be taken.</p>	<p>▶ If the applicant has taken SAT more than once, they must select one score to submit, and request the College Board to send the score. The test date must match the date you entered in the online application.</p>
2	<b>Old SAT®</b> (taken before March 2016)	<p>▶ <b>Official Score Report</b></p> <p>Request the College Board to send the paper-based score report directly to Meiji University (College code: 3128). *Only scores including the Writing section (since March 2005) will be accepted.</p>	<p>▶ The SAT test date must be February 29, 2020 or earlier</p>
3	<b>ACT®</b>	<p>▶ <b>Official Score Report (College Report)</b></p> <p>Request ACT to send the score directly to Meiji University (College code/ Center code: 5520). ▶ The writing test is optional.</p>	<p>▶ The ACT test date must be February 29, 2020 or earlier</p>
4	<b>International Baccalaureate® (IB) &lt;IB Diploma holders&gt;</b>	<p>▶ <b>Transcript of Grades</b></p> <p>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>
	<b>International Baccalaureate® (IB) &lt;IB Diploma candidates&gt;</b>	<p>▶ <b>Predicted grades (designated form)</b></p> <p>You are required to submit the predicted grades if the IB Diploma has not been issued by the application deadline. You must request your IB Diploma programme coordinator to issue predicted IB grades using the form specified by Meiji University. <u>Other formats are not accepted.</u> <b>Meiji University Predicted IB grades Report Form:</b> <a href="https://www.meiji.ac.jp/cip/english/englishtrack/ib_predicted_2020">https://www.meiji.ac.jp/cip/english/englishtrack/ib_predicted_2020</a></p> <p style="text-align: center;">AND</p> <p>▶ <b>Transcript of Grades</b></p> <p>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 you are accepted to Meiji University based on the IB predicted grades, but fail to obtain an IB Diploma or submit a Transcript of Grades by the designated admission deadline, your acceptance will be revoked.</p>
5	<b>Examination for Japanese University Admission for International Students (EJU)</b>	<p>▶ <b>Photocopy of score report</b></p> <p>Submit a photocopy of the score report meeting the following criteria with other documents:</p> <ol style="list-style-type: none"> <li>1) Examination Language option: English</li> <li>2) Subject: Japan and the World</li> <li>3) Examination must be taken in one of the following sessions: 2018-1st session, 2018-2nd session, 2019-1st session, 2019-2nd session</li> </ol>	<p>▶ Only applicants who have non-Japanese nationality (including Japanese citizens with dual-nationality) can submit the EJU score.</p>

## V. Screening fee and payment procedures

### A. Screening fee: 15,000 JPY (nontaxable)

B. Please follow the instructions on the online application system and pay the screening fee.

<https://e-apply.jp/myp/meiji-et/>

### C. Payment method:

#### a) Pay by credit card (VISA, MasterCard, JCB, AMEX) or UnionPay

(A system usage fee of 440 JPY will be charged separately)

#### b) Payment at convenience stores in Japan

(A system usage fee of 440 JPY will be charged separately)

- Please follow the instructions on the online application system and pay the screening fee.

### D. Payment period:

**Wednesday, April 1, 2020, 3:00 pm (JST) -**

**Tuesday, April 14, 2020, 3:00 pm (JST)**

\*The payment does not complete your application. Please make sure the complete set of required application documents reaches Meiji University by Tuesday, April 21, 2020, 5:30 pm (JST).

**E. Important: The screening fee and online application system usage fee are non-refundable.**

## VI. Detailed description of application documents

### Attention

- If you do not meet eligibility requirements, or if application documents are incomplete, the application will be invalid and will not be screened.
- Please register information based on your passport. The name and birthdate indicated on all documents must match your passport.
- Once the application documents are submitted, they cannot be returned under any circumstances.
- Submitting false documents will disqualify you from the application process. Furthermore, acceptance to Meiji University will be revoked if any falsified information is found in the documents you have submitted.
- The following documents can be downloaded and printed out from the online application system after you complete payment: Application Form, format for submitting ID photo, Checklist for Application.

No.	Document	Items to check
1	<p data-bbox="220 450 443 479"><b>Application Form</b></p> <p data-bbox="220 728 368 752"><u>After payment</u></p> <ul data-bbox="220 768 504 831" style="list-style-type: none"> <li>▶ Download and print</li> <li>▶ Send with other documents</li> </ul>	<p data-bbox="635 127 1217 156"><b>Personal information &amp; Passport information:</b></p> <ul data-bbox="635 174 1465 483" style="list-style-type: none"> <li>• Please enter your name so that it matches your passport.</li> <li>• If you have <b>dual nationality</b> <u>including Japan</u>, please choose “Japanese” and fill out the information based on your Japanese passport.</li> <li>• If you have <b>dual nationality</b> <u>which does not include Japan</u>, please choose one nationality to register at Meiji University. The passport information must be based on the chosen nationality. Please note that you are required to submit a photocopy of your passport from each country.</li> </ul> <p data-bbox="635 517 762 544"><b>Guardian:</b></p> <p data-bbox="635 548 1453 636">Make sure to provide details about your guardian (please choose the relevant relationship). If your guardian's address is the same as your mailing address, check “same as applicant’s mailing address.”</p> <p data-bbox="635 669 775 696"><b>Education:</b></p> <p data-bbox="635 701 1474 880">Enter all the details from <b>primary school to present school in reverse chronological order</b>. List all the names of the institutions, years attended, and the accrediting organization. The school you most recently attended should come first. Please separate the information for high school education from previous school years, even if it is the same institution.</p> <p data-bbox="635 913 807 940"><b>Employment:</b></p> <p data-bbox="635 945 1442 1064">If you have work experience, list the two most recent jobs in reverse chronological order. (Work experience includes full-time jobs and military service but <b>not part-time jobs.</b>)</p>
2	<p data-bbox="220 1473 408 1503"><b>Color ID photo</b></p> <p data-bbox="220 1720 368 1744"><u>After payment</u></p> <ul data-bbox="220 1760 563 1848" style="list-style-type: none"> <li>▶ Download and print the format for submitting ID photo</li> <li>▶ Send with other documents</li> </ul>	<p data-bbox="635 1128 1469 1189">The photo will be used on your student ID card after admission. Please submit one photo that meets the following requirements:</p> <ul data-bbox="675 1205 1469 1776" style="list-style-type: none"> <li>• Color photo</li> <li>• 4 cm. X 3 cm. (1.57 in. X 1.18 in.)</li> <li>• Taken within the last 3 months (to reflect your current appearance)</li> <li>• Full front view of the face</li> <li>• Plain background</li> <li>• Photos cannot be altered in any way</li> <li>• Photos printed with a printer, Polaroid photos, snapshots or unclear photos are not accepted</li> <li>• No sunglasses. Hats and head coverings are not accepted, unless worn daily for religious beliefs or medical reasons. The full face must be visible, and the head covering must not cast shadows on the face.</li> <li>• Please write your name and “School of Global Japanese Studies” on the back of the photo</li> </ul> <div data-bbox="707 1794 1249 2101" style="text-align: center;"> <p data-bbox="868 1798 932 1816">&lt;Front&gt;</p> <p data-bbox="1150 1805 1209 1823">&lt;Back&gt;</p> <p data-bbox="707 1899 778 1957">4 cm. (1.57 in.)</p> <p data-bbox="863 2085 979 2103">3 cm. (1.18 in.)</p> <p data-bbox="1139 1861 1222 2002">Your name School of Global Japanese Studies</p> </div>

No.	Document	Items to check				
3	Statement of Purpose	<p><b>Please create the essay using Microsoft Word, and upload it in the online application system as a PDF file.</b></p> <p><i>*If you cannot change the format to PDF, you can upload your file in Word format.</i></p> <p><i>* Please contact us if you cannot use Microsoft Word.</i></p> <table border="1" data-bbox="635 409 1476 1420"> <tr> <td data-bbox="635 409 871 640"><b>What to include</b></td> <td data-bbox="876 409 1476 640"> <ol style="list-style-type: none"> <li>Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</li> <li>What you wish to study at SGJS</li> <li>Plans on how you are intending to apply your studies in the future</li> </ol> </td> </tr> <tr> <td data-bbox="635 647 871 1420"><b>Essay requirements</b></td> <td data-bbox="876 647 1476 1420"> <ul style="list-style-type: none"> <li>Approximately 1000 words</li> <li>In English</li> <li>Font: Arial, font size: 12-point, double-spaced</li> <li>Include the following items</li> </ul> <p>-the title: "Statement of Purpose"</p> <p>-your name</p> <p>-number of words</p> <p>-page number</p> <div data-bbox="916 929 1414 1223" style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name ●● words</p> <p>Statement of Purpose</p> <p>(Your essay)</p> <p>p.1</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name</p> <p>(Your essay)</p> <p>p.2</p> </div> </div> <p>Please name the file in the format shown below:  Your last name, first name_Date of birth  (yyyymmdd)_SOP  i.e., "Meiji, Taro_20010222_SOP"</p> </td> </tr> </table> <p>▶The online system only allows you to enter information for 60 minutes per page. Please have the file ready to upload.</p>	<b>What to include</b>	<ol style="list-style-type: none"> <li>Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</li> <li>What you wish to study at SGJS</li> <li>Plans on how you are intending to apply your studies in the future</li> </ol>	<b>Essay requirements</b>	<ul style="list-style-type: none"> <li>Approximately 1000 words</li> <li>In English</li> <li>Font: Arial, font size: 12-point, double-spaced</li> <li>Include the following items</li> </ul> <p>-the title: "Statement of Purpose"</p> <p>-your name</p> <p>-number of words</p> <p>-page number</p> <div data-bbox="916 929 1414 1223" style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name ●● words</p> <p>Statement of Purpose</p> <p>(Your essay)</p> <p>p.1</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name</p> <p>(Your essay)</p> <p>p.2</p> </div> </div> <p>Please name the file in the format shown below:  Your last name, first name_Date of birth  (yyyymmdd)_SOP  i.e., "Meiji, Taro_20010222_SOP"</p>
<b>What to include</b>	<ol style="list-style-type: none"> <li>Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</li> <li>What you wish to study at SGJS</li> <li>Plans on how you are intending to apply your studies in the future</li> </ol>					
<b>Essay requirements</b>	<ul style="list-style-type: none"> <li>Approximately 1000 words</li> <li>In English</li> <li>Font: Arial, font size: 12-point, double-spaced</li> <li>Include the following items</li> </ul> <p>-the title: "Statement of Purpose"</p> <p>-your name</p> <p>-number of words</p> <p>-page number</p> <div data-bbox="916 929 1414 1223" style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name ●● words</p> <p>Statement of Purpose</p> <p>(Your essay)</p> <p>p.1</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Your name</p> <p>(Your essay)</p> <p>p.2</p> </div> </div> <p>Please name the file in the format shown below:  Your last name, first name_Date of birth  (yyyymmdd)_SOP  i.e., "Meiji, Taro_20010222_SOP"</p>					
4	Photocopy of passport	<p><b>Please submit a copy of your current passport.</b></p> <p>▶<b>Please submit one copy of the page which shows your personal details and your photo.</b></p> <p>▶Do not submit the visa page.</p> <p>▶If you have <b>dual nationality</b>, you must submit a copy of your passport from each country.</p>				
5	<b>Photocopy of Residence Card</b> *Only non-Japanese applicants residing in Japan	Please send a copy of both the front and back of the Residence Card.				

6	<b>High school graduation certificate (or prospective certificate if applicable)</b> AND <b>Official high school transcripts</b>	<b>Submit original documents:</b> Documents issued and verified by the school you are attending or graduated. ►If the official transcript does not include an explanation of the grading system, please provide a photocopy of the grading scale used at the institution at the time of study. *For details, see pages 12-13
7	<b>Official score report for English Proficiency</b>	See page 6
8	<b>Official standardized test score/examination certificates</b>	See page 7
9	<b>Letter of Recommendation</b>	See page 14

**\*Checklist for Application**

**After payment**

- Download and print

Please print out from the online application system, and check the items before submitting. This document is for reference only. You do not need to send us a copy.

**\* High school graduation certificate (or prospective certificate if applicable) AND official high school transcripts**

Refer to the following chart and submit the required documents for the school type you attended.

- ▶ Your name on each document must match the name on your passport.
- ▶ **Submit original documents** which are issued and verified by the school you are attending or attended.
- ▶ If your transcript does not include your school's grading scale, please submit a supplemental document which explains the grading scale.

School type	Required Information	Notes
<b>Foreign high schools</b>	<p>▶ <b>Graduation certificate (or Prospective graduation certificate)</b></p> <ol style="list-style-type: none"> <li>1) Applicant name</li> <li>2) Date of birth</li> <li>3) Year and month of admission</li> <li>4) Year and month of graduation or Year and month of expected graduation</li> <li>5) Date of issue</li> </ol>	<p>▶ If you are currently attending high school, the prospective certificate must be issued within three months before April 1, 2020.</p> <p>▶ If you have graduated from high school, the graduation certificate must be issued after the graduation date.</p> <p>▶ If the official high school transcript includes all the required information, the graduation certificate can be substituted with the official transcript.</p>
	<p>▶ <b>Transcript</b></p> <ol style="list-style-type: none"> <li>1) Applicant name</li> <li>2) Date of birth</li> <li>3) Year and month of admission</li> <li>4) Year and month of graduation or Year and month of expected graduation</li> <li>5) ALL subjects/grades for the study period at the school</li> <li>6) Date of issue</li> </ol>	<p>▶ If you are currently attending high school, the transcript must be issued within three months before April 1, 2020</p> <p>▶ If you have already graduated from high school, the transcript must be issued after graduation.</p>
<b>Japanese high schools accredited by MEXT</b>	<p>▶ <b>Chosa-sho</b></p> <p>If your high school is accredited by MEXT, you must submit a <i>chosa-sho</i> instead of the graduation certificate and transcript.</p> <ol style="list-style-type: none"> <li>1) The <i>chosa-sho</i> must be issued and verified by the principal of the school you are attending or graduated from.</li> <li>2) Enclosed and sealed in a school envelope (Documents which are not enclosed and not sealed are invalid)</li> <li>3) If you are currently attending a high school with a trimester system, the <i>chosa-sho</i> must include all subjects/grades until first trimester in your senior year.</li> <li>4) If you are currently attending a high school with a semester system, the <i>chosa-sho</i> must include all subjects/grades until the spring semester in your senior year.</li> </ol>	<p>▶ <b><u>If you have graduated from high school:</u></b></p> <p>The <i>chosa-sho</i> must be issued after graduation</p>
<b>High school equivalency diploma/certificate</b>	<p>▶ <b>Certificate of passing OR Transcript</b></p> <ol style="list-style-type: none"> <li>1) Applicant name</li> <li>2) Date of birth</li> <li>3) Year and month of passing</li> <li>4) ALL subjects/grades</li> <li>5) Date of issue</li> </ol>	<p>▶ Please submit if you have not graduated from a high school, but passed the high school equivalency examination in your country.</p>
<b>Japanese preparatory courses accredited by MEXT</b>	<p>▶ <b>Certificate of completion OR Certificate of expected completion</b></p>	<p>▶ Please submit if you have been educated in a country where primary and secondary education is completed in less than 12 years.</p> <p>▶ You are also required to submit a graduation certificate and transcript of high school in your own country.</p>

**Important:**

- **If you transferred schools and have been enrolled to more than one high school, you must submit:**

(1) Academic transcripts from all schools

\*If all credits are accredited by one school, the evaluation, such as actual grade marks (i.e., A, B, C) of the previous institution, must be indicated. For example, only indicating PASS for all subjects of the previous school is not accepted.

(2) High school graduation certificate

- **Submit original documents**

Submit documents which are issued and verified by the school you are attending or attended.

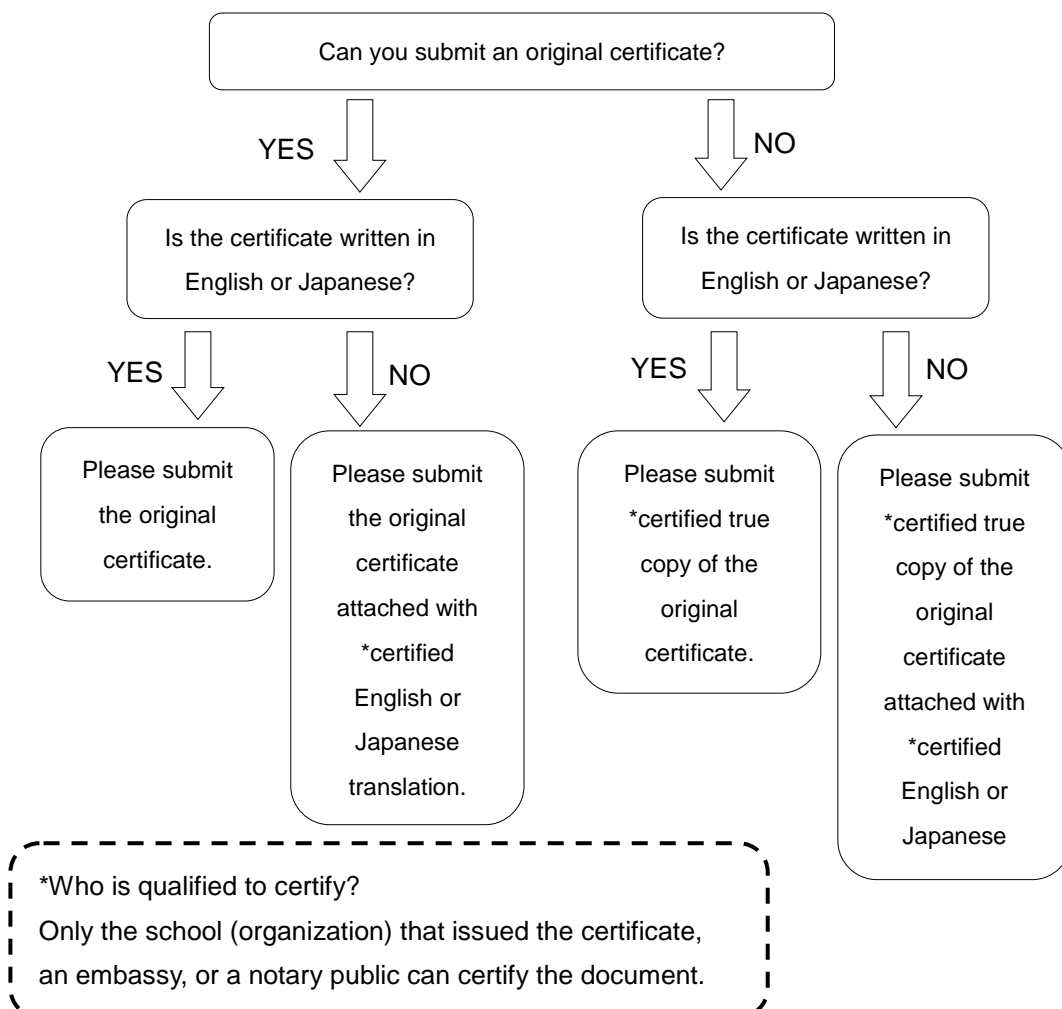
- **What if the original certificate cannot be submitted?**

You must submit the original documents. However, in cases where the documents cannot be reissued and applicants cannot submit the original, a certified or notarized copy can be accepted.

**Please note that only the school (organization) that issued the certificate, an embassy, or a notary public can certify the document.**

Refer to the diagram below for details.

\*Please note that the notarization (including the notarial seal) must be in English or Japanese. Please contact us if it is difficult to have the notarial seal in English or Japanese.



\* **Letter of recommendation (SEALED)**

Letter of recommendation		Notes
Requirements	<ol style="list-style-type: none"> <li>1) Written in English or Japanese.</li> <li>2) Includes applicant's full name in English (as written on passport)</li> <li>3) Includes the recommender's full name, position and means of contact</li> <li>4) Includes relationship between the applicant and the recommender</li> <li>5) Includes handwritten signature of the recommender on the letter</li> <li>6) Must be enclosed in an envelope, sealed, and signed across the flap by the recommender or sealed with a school stamp</li> </ol>	<p>▶ It is desirable to include items such as the applicant's personality, attitude toward their studies and interest in future studies.</p> <p>▶ There is no specific format.</p>
Who can write the recommendation letter?	<ol style="list-style-type: none"> <li>1) A faculty member or an academic advisor from the school the applicant is currently attending or attended</li> <li>2) An applicant's Japanese Language School teacher</li> <li>3) If you have already graduated from a school and have difficulty finding a person who could write a letter from your school, the supervisor or a person in a management position at your current employment can be the recommender.</li> </ol>	<p>▶ Recommendation letters written by family members are not accepted.</p>

## VII. Admission procedures

### A. 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 results. The mailing address which the applicant entered in the online application will be used. Applicants cannot collect admission documents in person at Meiji University. If the mailing address changes after the application, contact the Nakano Academic Affairs Office immediately.

### B. Admission procedures

Successful applicants must pay the admission fee, tuition fee and other fees, and to send required documents by the designated date to complete the admission procedures. For further details, please follow the Admission Procedure Guidelines for September 2020 which will be sent to successful applicants.

## VIII. Student visa

We will send a notice regarding the student visa application in mid-May, to **all applicants who do not have Japanese nationality**. Please note that this notice has no connection to the admission decision which will be announced in June.



## IX. Tuition and fees

### Admission and other fees for the incoming class of 2020

(School of Global Japanese Studies)

(Unit: Japanese yen)

Item		Academic year			
		Fall 2020	2021	2022	2023
Academic fees	Admission fee	200,000	—	—	—
	Tuition fee	526,500	1,055,500	1,060,500	1,065,500
	Educational development fee	104,000	208,000	208,000	208,000
	Lab fee	5,000	10,000	10,000	10,000
Miscellaneous fees	Student health insurance	3,000	3,000	3,000	3,000
	Parents' association fee	12,000	12,000	12,000	12,000
	Alumni association fee	—	10,000	10,000	10,000
Total (Annual sum)		850,500	1,298,500	1,303,500	1,308,500

#### Amount to be paid in each semester:

<b>Spring semester</b>	—	<b>660,500</b>	<b>663,000</b>	<b>665,500</b>
<b>Fall semester</b>	<b>850,500</b>	<b>638,000</b>	<b>640,500</b>	<b>643,000</b>

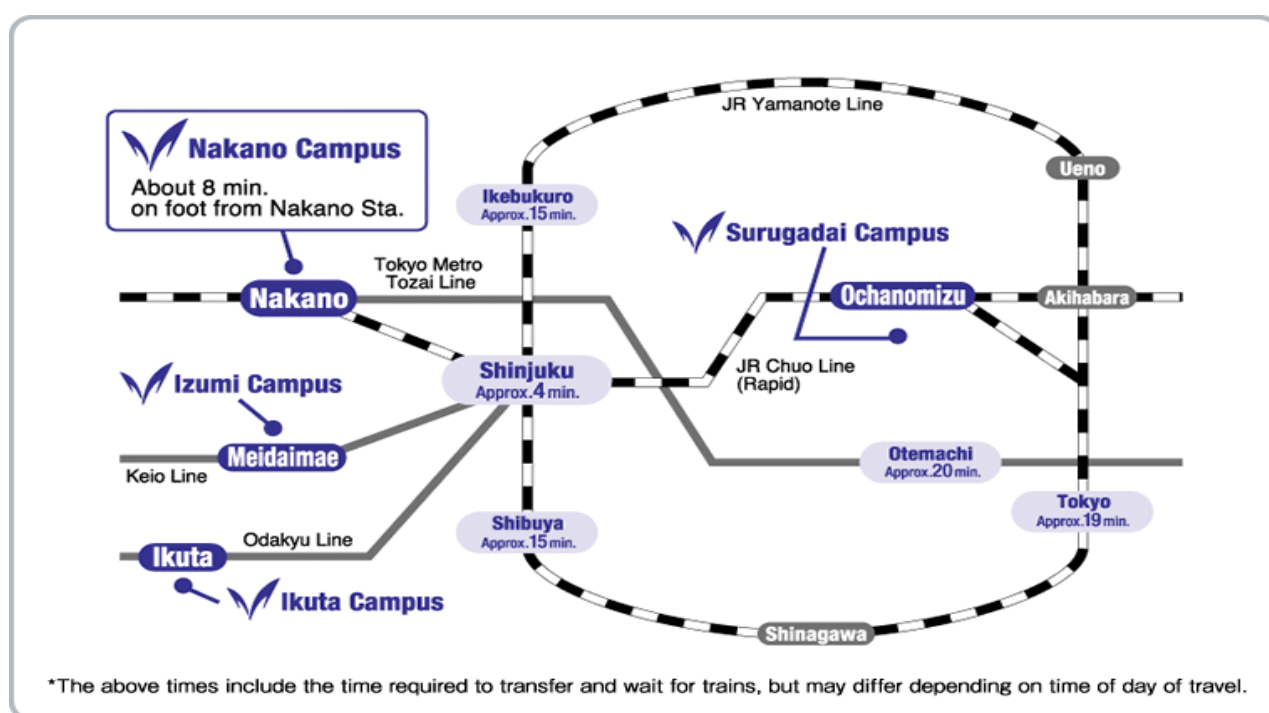
▶ Tuition and fees in 2024 have not been determined yet.

▶ The Academic fees are divided into two semi-annual installments: Spring semester and Fall semester. Please see the chart below for details.

Payment category	Description of payment	Payment deadline
Fall semester in 2020	Admission fee + Tuition fee for fall 2020 + Half the amount of annual Educational development fee and Lab fee + Miscellaneous fees	The payment must be completed (Meiji University must receive the payment) By June 25, 2020
Spring semester in subsequent years	Tuition fee for spring semester + Half the amount of annual Educational development fee and Lab fee + Miscellaneous 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, prospective adult and community education workers, prospective museum workers, certified librarians and teacher librarians.
- ▶ 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 procedures 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 Guidelines for September 2020 or the list enclosed with the Fee transfer form (payment slip) that will be sent to students after enrollment.

**X. Location and directions** <https://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	JR Chuo Line (Rapid)	about 4 minutes
Tokyo station	JR Chuo Line (Rapid)	about 19 minutes
Otemachi station	Tokyo Metro Tozai Line	about 20 minutes
Shibuya station	JR Yamanote Line; transfer at Shinjuku station to the JR Chuo Line (Rapid)	about 15 minutes
Ikebukuro station	JR Yamanote Line; transfer at Shinjuku station to the JR Chuo Line (Rapid)	about 15 minutes