



Meiji University
Graduate School of Global Business,
Global Business Programme (MBA)
Application Guideline, Autumn 2023

This guideline explains the admission and enrollment procedures.
Bring this with you on the day of the exam.

Meiji Business School Office (Professional Graduate School Office)

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Handling of Personal Information

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

1. School Outline

School:	Graduate School of Global Business, Global Business Programme (Professional Graduate School), also called as Meiji Business School (MBS)
Programme:	Professional Degree Programme
Degree to be Awarded:	Master of Business Administration (Professional Degree)
Number of Students Admitted:	85 students
Timetable:	Weekdays, 7 periods, 9:00-22:00 Saturdays, 6 periods, 9:00-20:40
Duration:	Two years from September 20, 2022 to September 19, 2024
Conditions for Completion:	Acquiring 46 or more credits and passing a master's thesis exam

* If you are intend to complete the programme by taking only courses in English, you are required to take courses hosted by Graduate School of Business Administration, Meiji University during the daytime.

2. Our Philosophy & Mission

Meiji Business School has a mission to produce the following graduates who can reenergize Japanese society and business. Imbued with a global outlook, centered on the Asian region, and an ethical approach to Corporate Social Responsibility, these graduates will be equipped with leadership skills and management expertise in general and specialized business areas.

- Owners, successors, and supporters for the growth of family businesses
- Those who take on start-up businesses and innovation including venture businesses and company renaissance
- General managers responsible for overall management of organizations as business managers, senior executives

To achieve this mission, we research family business, start-up business and business administration and provide a location where individual creative value can be cultivated as well as put into practice by providing opportunities for students and faculty to create together and where students can voluntarily learn practices and theories, develop skills to change careers, and find opportunities to implement business-to-business services.

3. Admission Policy

Qualities Expected of Examinees

The Graduate School of Global Business aims to foster human resources with enhanced ability to deliver business solutions or to strategically manage a business and with expertise and a wide perspective. In our entrance examination, we examine sufficiency of a motive and potential abilities necessary for advanced professionals and the possibility to fulfill such potential. Special knowledge or skills relevant to each domain, or work experience is not an essential qualification. However, in order to foster human resources who can contribute to management practice, we require applicants to possess a strong awareness of problems concerning business or management and a clear motivation for applying for admission and an explicit career plan.

Eligible Examinees

Examinees must be university graduates or expected graduates, or those who are recognized by the Graduate School of Global Business as having an academic ability equivalent or superior to the foregoing people. For example, those who target the development of family businesses, successors to someone's business, those who aim to be an entrepreneur (including those launching a new business or second-time start-up company), those who aim to be a general manager with a global perspective and power to show leadership, those who are already active in the fields of marketing, management

strategy or personnel affairs in companies or financial institutions and desire to extend their knowledge, or those who aim to be an accountant, tax accountant, financial planner, management consultant, etc. are our intended students.

Notes on the Entrance Examination

The entrance examination consists of a documentary examination and an interview examination. Prior to that, applicants are required to submit a statement describing their motivation for applying for admission, their aim of learning and expertise that they desire to acquire (Application for Admission and Study Plan). In the interview examination, on the basis of the aims and goals of the Graduate School of Global Business, we place much value on the ability to express opinions, logical clearness and other related elements.

4. Enrollment Capacity

85 students (Total of the three exams: 1st term, 2nd term and Autumn term)

5. Application Period and Entrance Exam Date

- Application documents from overseas must be sent by EMS, DHL, or another courier service with a tracking system and arrive **on the designated deadline** as below.

Application Period	From 16 June 2023 to 26 June 2023 -Documents sent with a postmark on 26 June 2023 is eligible. *Refer to “6. Application Eligibility” about Individual Eligibility Screening process.
Examination Date	16 July 2023
Selection Method	Document Screening and an Interview * The first applicant’s interview will start from 10am for 15 to 30 minutes.
Venue	Surugadai Campus, Meiji University
Exam Result Announcement Date	19 July 2023, 15:00 (JST)
Exam Result Announcement Place	Successful applicant ID numbers will be posted on a bulletin board at Professional Graduate School Office, 10F Academy Common, Surugadai Campus, Meiji University. *For the convenience of applicants, the same information will be posted on our website.
Deadline for Admission Procedures for Successful Applicants	Admission procedures must be completed by 28 July 2023.

6. Application Eligibility

Applicants must meet (I) as below. Provided, however, that if applicants wish to take the interview in a non-native language, applicants must, in addition, meet (II) as below.

(I) Applicants must meet at least one of the following educational requirements from (1) to (10) or be expected to meet it by the day of enrollment.

- (1) Those who have graduated from a university in Japan.
- (2) Those who have received a bachelor’s degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
- (3) Those who have completed 16 years of formal education outside Japan.
- (4) Those who have completed 16 years of correspondence programme in Japan offered by a foreign institution.
- (5) Those who have, in Japan, completed a programme in an educational institution that is

positioned in the overseas school education system as having the programme in a university in the country (as long as those who completed the programme are recognized as they have completed 16 years of programme in the school education of the foreign country) and that is designated separately by the Minister of Education, Culture, Sports and Technology (MEXT).

- (6) Those who have completed a programme of which period is three (3) years or more outside Japan in an overseas university or other overseas schools and have received a bachelor's degree or equivalent degree.
- (7) Those who have completed a specialized programme (limited to programmes of at least four (4) years and those fulfilling criteria prescribed by MEXT) in specialized training colleges designated by MEXT on or after a date stipulated by MEXT.
- (8) Those who designated by MEXT. (Ministry of Education Notification No.5 of 1953) *1
- (9) Those who have been enrolled at a university for more than three (3) years (or have completed 15 years of school education overseas) and have been recognized by MBS as having earned a specified number of credits with an excellent academic record. *2
- (10) Those who have been recognized by MBS as possessing academic credentials superior to those of university graduates through an individual eligibility screening process and have reached 22 years of age. *3 *4

(II) Applicants must meet a requirement about language proficiency.

Provided that applicants wish to take the interview in Japanese,

the applicants (excluding permanent residents) must have one of the following certified test score reports on the day of application except for applicants whose native language is Japanese or who have obtained or are expected to obtain a degree from an institution of higher education (university or higher) educating mainly in Japanese.

- The Japanese Language Proficiency Test (or JLPT) N1 or
- Examination for Japanese University Admission for International Students (EJU) 250 or above (excluding 'Writing')

Provided that applicants wish to take the interview in English,

the applicants must have one of the following certified test score reports on the day of application except for applicants whose native language is English or who have obtained or are expected to obtain a degree from an institution of higher education (university or higher) educating mainly in English. Submitted score reports should have been issued within 2 years of each application deadline.

- TOEFL® (iBT) 79 or above;
- TOEIC® (L&R) 800 or above;
- TOEIC® (S&W) 300 or above or
- IELTS™ (Academic Module) 6.0 or above

*1 Those who meet Application Eligibility (8) are those who have graduated from a university according to the old university ordinance or a university according to the ministerial organization ordinance or the establishment law.

*2 Students with the qualifications specified in Article 102, paragraph 2 of the School Education Law (skip entry) are not admitted.

*3 Application Eligibility (10) includes;

- those who have graduated from a junior college, a college of technology, a specialized training college, a high school, a miscellaneous school, or another educational institution, or
- those who have graduated from Self-study education in China.

*4 All applicants who wish to apply under Application Eligibility (9) or (10) above should contact MBS Office via e-mail prior to application for an individual eligibility screening and should submit a set of the documents by the deadline below. Screening fee should be paid after an individual eligibility screening result is notified.

(1) Deadline for Submission

15 June 2023

- Documents sent with a postmark on the day is eligible.
- Documents from overseas must arrive at MBS Office by the day.

(2) Documents to be submitted

- Application Form for Individual Eligibility Screening (Form 4)
- Application documents required to submit by applicants excluding Form B
- Other documents signifying the eligibility

(3) Result Announcement Date

15 June 2023

7. Application for Delegates from Business

- The enrollment capacity includes a few students delegated from business.
- The definition of an application for delegates from business is the following;
 - a. The applicant should belong to the business which delegates the applicant.
 - b. The business should be responsible for all amount of tuition and other fees when the applicant is admitted.
- Application Form 3 < Letter of Recommendation from the Business > must be submitted in addition to a set of application documents.
- The screening fee should be paid by the applicant.

8. Precaution about Application Procedure

- In case that an applicant doesn't meet eligibility or there are critical flaws, the application will be refused.
- Once the application documents are submitted, they are not returned under any circumstances.
- False statement on the application document will enable MBS to cancel a result of the exam or admission.
- Application documents must be sent by post service. Application documents sent with a postmark on the last day of application period are eligible.
- After paying the screening fee, fill in your name and address on the prescribed "a. Cover Letter", affix it to a K2 envelope (角2封筒) and send it by registered mail service (簡易書留).
- Applicants living overseas should have acquaintances or residents in Japan send application documents on applicants' behalf. If you cannot find a person to assist you, you may use EMS, DHL, or another courier service with a tracking system for sending application documents, which should be received no later than the last day of application period.
- If a physically disabled applicant requires special consideration for the examination, please inquire of MBS Office by 5 June 2023.

9. Selection Type

- There are two selection types: Type A and Type B. Applicants should objectively judge which selection type is applied to you referring to the following conditions.
 - < Conditions >
 - 24 years of age or older; and
 - must have two (2) years or more work experience (excluding part-time job experience) as of one year before enrollment in MBS.
- Applicants who meet the conditions must apply in 'Type A (Exam for Businesspersons)'. The other applicants must apply in 'Type B (Exam for the others)'.
- Application Form 2 describes the detail of 'Research Proposal' for each selection type.
- Both types require an interview.

10. Application Document List

Documents to be Downloaded	For All Applicants	a. Cover Letter
		b. Application Form B
		c. Application Form 1
		d. Application Form 2
	For Relevant Applicants	e. Letter of Recommendation from the Business (Form 3)
		f. Application Form for Individual Eligibility Screening (Form 4)
		g. Statement of Financial Resources (Form 5)
Documents to be Prepared by Applicants	For All Applicants	h. <u>Two</u> Color ID Photos (4cm x 3cm) of the Applicant
		i. Original of Official Academic Transcript(s)
		j. Original of Certificate(s) of (expected) Graduation and Degree
	For Relevant Applicants	k. Photocopy of Your Passport
		l. Photocopy of Your Residence Card or Certificate of Residence
		m. Proof of Language Proficiency
		n. Proof of Attendance

11. Precaution about Application Preparation

- Applicants who wish to take the interview in Japanese must prepare your application documents in Japanese using Japanese forms while applicants who wish to take the interview in English must prepare your application documents in English using English forms.
- “Documents to be Downloaded” should be downloaded from MBS website and should be typed using the Microsoft Excel files posted on it. Handwriting is not acceptable in order to avoid mistakes.
- Fill in all information necessary and print them out. Color printing is not required.

12. Instructions about Application Document Preparation

a. Cover Letter

- The letter can be downloaded from MBS website.
- Fill in the blanks and affix it to a K2 envelope (角2封筒) when submitting. Please refer to “8. Precaution about Application Procedure” on page 5.

b. Application Form BCD

- After paying the screening fee, cut off Form BCD into B, C and D and submit only Form B.
- Please refer to < 13. Screening Fee and Payment Procedure > on page 10 for further details.

c. Application Form 1

- Fill out the form not by handwriting but by typing.
- Attach your ID Photo to the form.
- Please make sure to provide your e-mail address by which you can be contacted by us immediately when we need to refer to your application.
- Include the details of your educational background in chronological order, from high school (高級中学 in Chinese education system) to the latest level of qualification. Include the names of all institutions and years attended.
- Work history: If you have been employed, include the details of your jobs in chronological order. (Work history should include any full-time jobs and military service, but not internships and part-time jobs.)
- English proficiency must include your score in TOEFL (iBT), TOEIC (L&R) or IELTS (Academic Module).

- If you have anything you want to mention in the exam, submit any evidences (copy) about them.

d. Application Form 2

- Prepare your 'Research Proposal' referring to the instruction on the form.

e. Letter of Recommendation from the Business (Form 3) < Only by delegates from business >

- Prepare and submit this form referring to "7. Application for Delegates from Business".

f. Application Form for Individual Eligibility Screening (Form 4) < Only by applicants in Application Eligibility (9) or (10) >

- Prepare and submit this form for an individual eligibility screening process referred by "6. (II) *4".

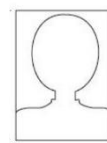
g. Statement of Financial Resources (Form 5) < Only by applicants with non-Japanese nationality > (excluding special permanent residents)

- Only applicants with non-Japanese nationality must submit this form, except for special permanent residents. Fill out the form not by handwriting but by typing.
- The form should describe the details of persons who are responsible for the total amount of academic fees and other living expenses during studying in MBS.
- The total amount should cover all expenses for the year which include academic fees and other living expenses while studying in MBS.
- The academic fees are described on "17. Tuition and Fees".

* Japan Study Service Organization shows in 2021 that average expenses per month for international students who study in professional graduate schools is JPY165, 000.

h. Two Color ID Photos (4cm x 3cm) of the Applicant

- Attach your ID Photo to Application Form 1 and include another one without attaching.
- The ID Photo must be in color, 4cm by 3cm in size, glossy finish, upper body, frontal view, no hat, no background, and no frames.
- The photograph must have been taken within three months prior to the date of submission of the application forms.
- The following will not be accepted for facial recognition purposes: snapshots, blurred photos, or photographs with covered features using sunglasses, hats, etc.
- The photo will be used for the Student ID Card of admitted students. The photo may be used for student visa purposes.
- If you need a temporary visitor visa for exam, contact Professional Graduate School Office and submit an additional color ID photo as instructed below.



< Temporary Visitor Visa for Exam >

- Applicants with non-Japanese nationality or citizenship should obtain Permission of Exam issued by Meiji University after the application is completed in order to obtain 'Temporary Visitor' visa. If you need it, contact Professional Graduate School Office and submit an additional color ID photo.
- Nationals and citizens of the countries and regions stipulated in 'Immigration Control and Refugee Recognition Act' as ones with exemption of visa (e.g. Republic of Korea, Taiwan, Hong Kong etc.) are not required to obtain visas to enter Japan. Therefore, Permission of Exam will not be issued for applicants from those countries or regions.

< Exemption of Visa (Short-Term Stay) (Ministry of Foreign Affairs of Japan) >

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

* Permission of Exam doesn't necessarily enable applicants to obtain 'Temporary Visitor' visa.

i. Original of Official Academic Transcript(s); and

j. Original of Certificate(s) of (expected) Graduation and Degree *1

(I) Provided that applicants graduated or are expected to graduate from a university or graduate school

in Japan.

- Original certificate(s) issued and verified by all of your graduated or attending universities or graduate schools must be submitted. Any date of issue is acceptable.
- If the date of graduation is on your original of official academic transcript(s), your original of certificates of (expected) graduation and degree don't need to be submitted.
- If your name changed from the one on your certificate(s), a transcript or extract of the family register should be submitted.
- If your universities or graduate schools certify any credits that you earned at other universities or graduate schools, the original of official academic transcript(s) from the universities or graduate schools must be submitted.
- Applicants who have been expelled or withdrawn from schools must submit a certificate showing the fact.

(II) Provided that applicants graduated or are expected to graduate from a university or graduate school in China (excluding Hong Kong, Taiwan, and Macau)

(1) Expected Graduates from universities or graduate schools

- Original certificate(s) (either in English or in Japanese) issued and verified by all of your graduated or attending universities or graduate schools must be submitted. Any date of issue is acceptable.
- Follow (2) below as soon as you graduate from a university or graduate school.

(2) Graduates from universities or graduate schools

- Both certificates in English as below (a) and (b) sent by email directly to MBS by China Higher-education Information and Student Information (CHSI) or Japan Office of CHSI.
 - (a) Verification Report of China Higher Education Student's Academic Transcript
 - (b) Online Verification Report of Higher Education Qualification Certificate

[NOTES REGARDING (2)]

- Please apply to CHSI to issue each certificate in English. The documents written in language other than English can't be acceptable.
 - (CHSI in China) <https://www.chsi.com.cn/en/pvr/>
https://www.chsi.com.cn/en/help/howtoapply_ep_en.jsp
 - (CHSI in Japan) <http://www.chsi.jp/>
- Please note that each certificate must be sent by email directly to MBS. Certificates forwarded to MBS by applicants are invalid.
 - (Email address) guroken@meiji.ac.jp
- The application for these documents needs designated fees by CHSI. (the details on the website)
- We can accept the certificates before the beginning of the application period and the deadline is the day before the interview.
- In case that the certificates don't arrive by the deadline, you cannot take the interview.

(III) Provided that applicants graduated or are expected to graduate from a university or graduate school in other countries than Japan or China (including Hong Kong, Taiwan, and Macau)

- Original certificate(s) (either in English or in Japanese) issued and verified by all of your graduated or attending universities or graduate schools must be submitted. Any date of issue is acceptable.
- Applicants may have the university or graduate school which they graduated from submit the certificates sent by email directly to MBS. Certificates forwarded to MBS by applicants are invalid.
 - (Email address) guroken@meiji.ac.jp
- If you are unable to submit the certificates in English or Japanese, applicants must submit;
 - (a) Japanese or English translations notarized by an embassy or another appropriate government office or Certified True Copy of the originals

(b) the originals of the certificates

- Applicants are advised to take necessary procedures as soon as possible because it may take a long time to obtain the originals from institutions outside of Japan.

*1 Applicants relevant to application eligibility (9) and (10) must submit the original of official certificate(s) of (expected) graduation or degree and the one of official academic transcript(s) issued by a junior college, a college of technology, a specialized training college, a high school, a miscellaneous school, or another educational institution. In case that the educational institutions are unable to issue the official academic transcript due to whatever reasons, submit the proof of the impossibility.

k. Photocopy of Your Passport < Only by applicants with non-Japanese nationality >

- Applicants with non-Japanese nationality must submit this, except for students at Meiji University and special permanent residents.
- Copied page(s) must include the applicant's name, date of birth, passport number, identification photograph, and expiry date. (A copy of the visa page is not required.)

l. Photocopy of Your Residence Card or Certificate of Residence < Only by applicants with non-Japanese nationality >

- Applicants with non-Japanese nationality must submit this, except for students at Meiji University and special residents outside of Japan.
- Please submit a photocopy of your valid residence card at the time of application (alien registration card or special permanent resident certificate is also acceptable) or certificate of residence.
- When submitting a photocopy of your residence card, please make sure to submit a photocopy of both the front and back of the card, even if there is no information on the reverse side.
- When submitting a certificate of residence, it should be issued within three months before application.

m. Proof of Language Proficiency <Only by applicants relevant to “6. Application Eligibility (II)” >

- Applicants who wish to take the interview in non-native language must submit a proof indicated as below.

Provided that applicants want to take the interview in Japanese,

- Submit one of the following certified test score reports. The original is going to be returned to an applicant on the day of the exam.
- Applicants who have obtained or are expected to obtain a degree from a university or graduate school educating mainly in Japanese or special permanent residents of Japan don't need to submit this proof.
 - (i) JLPT: The original of the Certificate of Proficiency (N1)
 - (ii) EJU: The original of the Certificate of Score (250 or above excluding 'Writing')

Provided that applicants want to take the interview in English,

- Submit one of the following certified test score reports. The original is going to be returned to an applicant on the day of the exam.
- Applicants who have obtained or are expected to obtain a degree from a university or graduate school educating mainly in English don't need to submit this proof.
- Submitted score reports should have been issued within 2 years of each application deadline.
 - (i) TOEFL® (iBT): Both the data of Official Score Report and a copy of Test Taker Score Report
 - *2
 - (ii) TOEIC® (L&R): The original and a copy of Official Score Certificate
 - (iii) TOEIC® (S&W): The original and a copy of Official Score Certificate

(iv) IELTS™ (Academic Module): The original and a copy of Test Report Form

*2 Notes for users of TOEFL® (iBT)

- Please note that Official Score Report must be sent directly to MBS by ETS.
- A copy of Test Taker Score Report must be sent by mail with other application documents.
- Our ID code is “D188”. Make sure to input this code for ETS to send your Official Score Report to MBS.
- The score of TOEFL iBT® Home Edition, TOEFL ITP® or TOEFL Paper-delivered Test is unavailable as the proof in our exam.

n. Proof of Attendance <Only by Non-Japanese applicants relevant to the below>

- Submit the proof of attendance issued by educational institutions of Japanese language in Japan where applicants are studying at the time of application to MBS.

13. Screening Fee and Payment Procedure

- The screening fee is **JPY 35,000** (consumption tax will not be imposed).
- The period for payment is the same as the application period.

Payment Deadline 26 June 2023

- Note that payment from overseas must be full by the deadline. Payment before the application period can also be acceptable. Please refer to “(4) Paying from abroad via overseas remittance”.
- **Once the screening fee is paid, there will be no refund made.**

(1) Paying through a bank in Japan (Except Japan Post Bank/Yu-cho Bank/ ゆうちょ銀行)

- Fill out the prescribed payment form (Application Form BCD).
- Pay the fee via telegraphic transfer at a bank counter.
- Only cash payment is accepted. Checks, securities, and payment through an ATM are not acceptable.
- No transfer commission fees are charged if the payment is made at the main office of the designated bank listed on the prescribed payment form.
- Applicants can pay the screening fee before the application period starts.
- Upon completion of payment, applicants should make sure that the financial institution placed a receipt stamp on Forms B and C. No receipt stamp means that the payment has not been completed. Keep the Form C and send Form B with your application materials.
- The stamp of the financial institution is considered to be the University's receipt and should be kept by the applicant safely since any other receipt will not be issued by Meiji University.

(2) Paying through convenience stores in Japan

- Payment can be made through Lawson, 7-11, and Family Mart. Commission fees will be charged when making a payment at these locations. See the “E-Payment Service” website (in Japanese only) at <https://e-shiharai.net/>. Payment is accepted only during a specified period.
- Upon completion of payment, obtain a receipt certifying your payment (収納証明書) and submit it with Form B.
- A receipt issued by the convenience store is considered as the University's receipt. The receipt should be safely kept by the applicant since any other receipt will not be issued by Meiji University.
- Submission of forms C and D is not necessary.

(3) Paying by credit card/China Pay Service

- Visa, MasterCard, JCB, American Express, Union Pay (銀聯), or Alipay is acceptable. See the “payment guideline” for more details. Commission fees will be charged. See the “E-Payment Service” website at <https://e-shiharai.net/ecard/>. Payment is accepted only during a specified period.
- Upon completion of payment, go to the “Confirmation of Completed Payment” (申込内容照会) page at E-Payment Service website. Enter your application number and your birthdate and year, and print out a receipt (収納証明書). Submit it with Form B.
- Print the “Confirmation of Completed Payment” (申込内容照会) page as it is the only documentation

- of payment and no receipt will be issued by Meiji University.
- Submission of forms C and D is not necessary.

Meiji University Graduate Schools

How to make the Payment for the Examination Fee by Credit Card, Union Pay, and Alipay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Examination Fee by using Credit Card, Union Pay, and Alipay.

※Alipay payments cannot be selected after December 1, 2022

Web Application - Online Transaction

Access
<https://e-shiharai.net/ecard/>

You can access from our website too !

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree", located in the lower part of this page, if you agree with these terms. Click "Not agree", located in the lower part of this page, if you do not agree with these terms.
3. School Selection	Click "Meiji University (Graduate Schools)".
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Select your First to Fourth choices and click "Add to Basket"
6. Basket Contents	Check the contents and if they are OK, click Next.
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".

Paying by Credit Card

Input Credit Card number (14~16-digits), Security Code and Expiration Date.

↓

All of your application information is displayed. Check and click "Confirm".

↓

Click the "Print This Page" button and print out the "Result" page.

Paying by Union Pay, or Alipay

All of your application information is displayed. Check and click "Confirm".

↓

Follow the onscreen instructions to complete the card payment. Please write down the "Receipt Number" given when you complete your application.

↓

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).
↓
Input enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.
↓
Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.

Necessary application documents

→

→

Mail It from Post office

Application

[NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.
- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :
E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

(4) Paying from abroad via overseas remittance

① Screening Fee: 35,000 Japanese Yen

② Commission Fee:

Commission fees of both your local bank and Meiji University's bank will be charged for the overseas remittance, and the payer is responsible for all such fees. Check the total amount of fees and pay at your local bank. The screening fee will not be refunded once it is paid.

In addition to the Screening Fee, you must also pay the following fees.

Bank charges for remittance services at your local bank

Bank charges (JPY 4,000) for remittance services at Meiji University's bank

3. Any additional fees (if any; please check with your bank.)

The screening fee must arrive in the University's bank account by the application deadline. It may take a long time for the payment to reach the recipient's bank account after making a remittance, and applicants are therefore strongly advised to make the remittance in advance with sufficient time allowance. Payment can be accepted before the application period starts.

If there is any shortfall in the fees arriving in the University's bank account, your application will be regarded as a withdrawal and no fees will be refunded. Also, you will be responsible for any issues occurring during the remittance that may cause failure of the payment, and the fees will not be refunded.

Remittance Information

- ✓ Type of Remittance: Telegraphic Transfer
- ✓ Currency: Japanese Yen
- ✓ Method of Payment: Advise and pay
- ✓ Yen exchange charge: Remitter's Account
- ✓ Remittance charge: Remitter's Account
- ✓ Purpose of Payment: Screening Fee

Paying Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	KANDA Branch
Bank Address	3-12 Kanda Ogawamachi, Chiyoda-ku, Tokyo, Japan
Payee's a/c No.	Ordinary Account 219-147151
Payee	Meiji University
Address	1-1 Kanda Surugadai, Chiyoda-ku, Tokyo, Japan
Swift Code	SMBCJPJT

(*1) Write "PAY IN FULL" in the message column for the receiving bank.

(*2) Remitter's name must be written exactly the same as shown on the applicant's passport. If the remitter is different from the applicant, please write the applicant's name in the message column.

(*3) Send the following information to the Professional Graduate School Office by email upon completion of remittance.

- Email: guroken@mics.meiji.ac.jp
 - Subject: Overseas Remittance for 2023 Admission (YOUR NAME)
- | | |
|--|--------------------------|
| (1) Applicant Name | (6) Name of Remitter |
| (2) Gender | (7) Date of remittance |
| (3) Birthdate and year | (8) Contact phone number |
| (4) Intended Program Name | |
| (5) If the remitter is not an applicant himself/herself, indicate the relationship | |

③ Required Documentation

Upon completion of remittance, submit the following documentation along with application materials.

(a) Screening Fee Payment Form (Application Form BCD)

- Fill in the required information and submit along with application materials. Do not use this form for overseas remittance.

(b) A copy of “Application for Remittance” issued by the bank

- When making overseas remittance at a bank, an “Application for Remittance” will be issued. Submit a copy of it to Meiji University.

14. Application ID Card and Note of the Day of Exam

- Once the application is officially accepted, applicants who have submitted all required documents will be issued an applicant ID card with an applicant ID number.
- **Application ID cards will be sent about 10 days after the application deadline.**
- In case you don't receive your application ID card 13 days after the deadline, contact the Professional Graduate School Office.
- Bring your application ID card with you on the day of the exam.
- Exam instruction enclosed with your application ID card will show the time of your interview.
- In case that you lost your application ID card, you can have it re-issued on the day of the exam. Come to the venue earlier for it than the time of interview.

Note: Suspension of Attendance Stipulated by School Health and Safety Act

School Health and Safety Act stipulates that on the day of the exam, if you are infected with and an infectious disease (COVID-19, influenza, measles, chicken pox, etc.) have not healed, as a general rule, you may be advised to refrain from taking the exam so that other applicants or supervisors will not be infected. Please be careful about physical condition management on the day of the exam. However, this does not apply if the school doctor or other doctor determines that there is no risk of transmission due to the medical condition.

Even if you refrain from taking the exam for the above reasons, we will not take special measures such as additional exams and no refund of screening fees will be made.

15. Exam Result Announcement

- Date of Exam Result Announcement: 15:00 (JST), 19 July 2023 on the bulletin board in front of the Professional Graduate School Office.
- The notification of acceptance will be mailed **by express service** to all successful applicants. Your address stated in the application documents will be the mailing address.
- Applicant ID numbers of successful applicants will be posted on the Professional Graduate School Office bulletin board and the website below.
 - < The website of the Graduate School of Global Business >
 - (Jp) <https://www.meiji.ac.jp/mbs/>
 - (En) <https://www.meiji.ac.jp/cip/english/graduate/global/>
- If the successful applicants don't receive the documents, contact the Professional Graduate School Office between 15:00 to 21:00 on 21 July 2023.

*1 Any inquiries about examination results are not accepted. It is the successful applicant's responsibility to inform the Professional Graduate School Office if the documents do not arrive within 3 days after the permission notice.

*2 Admission decisions are final. We do not accept any inquiries with regard to the results.

16. Admission Procedure

- For further details regarding the admission procedure, please follow the Admission Procedure Guideline.
- Payment of admission fee, tuition fee, and any other relevant fees must be made by 28 July 2023.
- Applicants who are expected to graduate from universities at the time of application must submit original of Certificates of Graduation and Degree and Original of official Academic Transcripts.

*1 In case that successful applicants cannot submit original of Certificates of Graduation and Degree and original of Official Academic Transcripts by 28 July 2023, they need to submit a form to extend the deadline. Refer to the details on the document sent with the notification of acceptance.

*2 The other designated documents must be submitted. Please prepare following documents in advance.

*3 Acceptance to the university may be revoked if any falsified information is found in submitted documents.

*4 Additional Information about ‘Guarantor’

- Successful applicants are required to nominate guarantor for their enrollment at Meiji. Please note that the following is the order of priority for guarantors:

(i) Parents or relatives residing in Japan

(ii) Acquaintance residing in Japan

(iii) Parents or relatives residing outside Japan [If (i). or (ii). is not applicable]

- Guarantors are required to submit a guarantor registration form and Residence Certificate during the admission process. If the guarantor does not reside in Japan, a certificate showing his/her name and mailing address, issued by an official institution, will be necessary.

17. Tuition and Fees

Admission and Other fees for the incoming class of 2023 (in Japanese Yen)

Subject \ Academic Year		2023 (Autumn)	2024 (Spring +Autumn)	2025 (Autumn)
Academic Fees	Admission Fee	200,000	—	—
	Tuition Fee	650,000	1,300,000	650,000
	Educational Development Fee	115,000	230,000	115,000
Miscellaneous Fees	Student Health Insurance	3,000	3,000	3,000
Total (Annual Sum)		968,000	1,533,000	768,000

First Year Enrollment Charges	968,000
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*1 Admission Fee to be paid by Meiji University Graduates is half the amount (JPY100, 000).

*2 The Academic Fees are divided into two biannual installments (Spring Semester and Autumn Semester). First Year Enrollment Charges consist of the admission fee, half of the tuition fee, half of the educational development fee and miscellaneous fees.

Payment category	Description of payment	Payment Deadline
Autumn Semester 2023	Admission Fee, 50% of the annual tuition fee and educational development fee plus Misc. Fee	Period of admission procedure
Spring Semester 2024	50% of the annual tuition fee and educational development fee plus Misc. Fee	30 April 2024
Autumn Semester 2024	50% of the annual tuition fee and educational development fee	20 October 2024
Spring Semester 2025	50% of the annual tuition fee and educational development fee plus Misc. Fee	30 April 2025

*3 After enrollment, an additional charge for certain subjects will be levied. (Subjects related to the teaching profession, social education supervisor, curator, librarian, library teacher, etc.)

*4 If you cancel your enrollment after completing the necessary procedure by the designated deadline, all fees excluding the Admission Fee will be refunded.

*5 A Consumption Tax will not be imposed on the Academic Fees.

*6 Academic Fees are subject to change. For the exact amount of Academic Fees, please refer to the statement sent with the payment form every April.

18. Scholarship

Refer to the university's website below:

(Jp) <https://www.meiji.ac.jp/campus/shougaku/index.html>

(En) <https://www.meiji.ac.jp/cip/english/prospective/financial.html>

End of content

FOR INQUIRIES

Meiji Business School Office, Admission Desk

(Professional Graduate School Office)

Address: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301 JAPAN

E-mail: guroken@mics.meiji.ac.jp