



**Meiji University**  
**Graduate School of Global Business,**  
**Global Business Programme (MBA)**  
**Application Guideline, Autumn 2026**

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)**  
Address: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301  
Email : [guroken@mics.meiji.ac.jp](mailto:guroken@mics.meiji.ac.jp)  
Website : <https://www.meiji.ac.jp/cip/english/graduate/global/index.html>

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Personal information submitted in the application and enrollment procedures will be used to administer the entrance examination, announcement of offer, enrollment procedures, and related matters (\*). A portion of these tasks will be outsourced to a contractor designated by Meiji University. In the course of outsourcing, your submitted personal information may be provided to the same contractor. In addition, the information will be statistically processed so that individuals cannot be identified, and will be used in surveys for the purpose of admission selection and educational improvement at Meiji University. We ask for your understanding in advance.

Due to the necessity of processing academic records at the time of admission and for statistical processing after admission, Meiji University will keep gender information to the minimum necessary and handle it carefully within a limited scope.

\*Includes distribution of information regarding Meiji University Professional Graduate School.

## 1. School Outline

<b>School:</b>	Graduate School of Global Business, Global Business Programme (Professional Graduate School), also known as Meiji Business School (MBS)
<b>Programme:</b>	Professional Degree Programme
<b>Degree to be Awarded:</b>	Master of Business Administration (Professional Degree)
<b>Number of Students Admitted:</b>	85 students
<b>Timetable:</b>	Weekdays, 7 periods, 9:00-22:00 Saturdays, 6 periods, 9:00-20:40
<b>Duration:</b>	Two years from September 20, 2026, to September 19, 2028
<b>Conditions for Completion:</b>	The acquisition of 46 or more credits and passing the master's thesis exam

\* If you intend to complete the programme by taking courses only in English, you are required to take the daytime courses provided at the other Graduate Schools at Meiji University. This is a different school from MBS.

## 2. MBS Mission

The basic purpose of MBS is to cultivate business professionals possessing specialised knowledge and skills, analytical capabilities, value-creation skills, a broad perspective, strong ethical principles, leadership qualities, and a global outlook. These individuals are entrusted with the comprehensive management of organisations as managers and senior executives, contributing to the dynamism of the economy and society. Moreover, the school is dedicated to assuming a leadership role in society. To fulfill the trust bestowed on us by society, we are committed to nurturing the following cadre of business professionals:

- Executives, Successors, and Support Personnel for Family Business Development
- Innovative human resources for start-up businesses, including new businesses and second-stage start-ups.

To better fulfil its educational objectives, faculty members conduct research covering corporate and organisational management, as well as family business and startup business. MBS provides a collaborative space for students and faculty, a platform for students' autonomous learning in practical and theoretical aspects, an avenue for career change, and a space for business matching.

## 3. Admission Policy

### Qualities required of applicants

MBS aims to develop business professionals with specialist knowledge and skills, the ability to establish value, a broad perspective and a high sense of ethics, leadership and a global perspective. In the entrance exam, candidates are required to have sufficient motivation, potential and the ability to fulfil their professional potential, as well as a specific reason for applying and a concrete career plan. The presence or absence of special knowledge or skills related to the respective fields of study, as well as work experience, is not a prerequisite, but applicants are expected to have a strong awareness of business and management issues and a clear attitude towards setting independent learning achievement goals and learning processes, in order to develop human resources useful in management practice.

### Eligible applicants

Applicants who have graduated or are expected to graduate from a university, or who are recognised by MBS as having equivalent or higher academic ability are eligible. MBS targets those who are responsible for the overall management of an organisation as a manager or senior executive of a company, or those who are in a profession requiring a high level of expertise (consultants, accountants, tax accountants, financial planners, etc.), those who are responsible for the management of family

business development, successors and supporters, and those who are in new businesses, start-up businesses and innovations, including new and second-stage businesses. Work experience is not a prerequisite.

### Points to note in the admission test

The entrance exam consists of a document screening and an interview. Prior to this, applicants are required to submit a statement of motivation, purpose of study and required expertise ('Application Form and Research Proposal'). In the interview, emphasis is placed on the expression of content, clarity of logic and other perspectives based on the aims of MBS. The overall evaluation of the 'Application Form and Research Proposal' and the interview will be used to determine whether the applicants pass or fail.

## 4. Enrollment Capacity

85 students (Total capacity over three exam terms: 1st exam term, 2nd exam term and Autumn exam term)

## 5. Application Period and Entrance Exam Date

- Application documents from **overseas** must be **SENT** by EMS, DHL, or other courier company with a tracking service and must arrive at the MBS office **by the designated deadline** as below. No direct submissions allowed.

Application Period	From 12 June 2026 to 22 June 2026 *Documents sent domestically within Japan must be postmarked by 22 June 2026 to be eligible. *Refer to “6. Application Eligibility” concerning Individual Eligibility for the Screening process.
Examination Date	19 July 2026 *The interview invitation letter will state the time when the exam will start.
Selection Method	Document Screening and an Interview (10 to 15 minutes) *The total score of the document screening and the interview will be used for selection.
Venue	Surugadai Campus at Meiji University
Exam Result Announcement Date	21 July 2026, 15:00 (JST)
Location of Exam Result Announcement	Successful applicants' ID numbers will be posted on a bulletin board at the 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 5 August 2026.

## 6. Application Eligibility

Applicants must meet the criteria listed in (I) (II) below. IF, Applicants taking the interview in a non-native language, such as in English or in Japanese, applicants must, in addition, meet (III) below.

### I. Work Experience Requirement

Applicants must meet either of the following conditions, (A) or (B).

- (A) : Those who have at least three(365days\*3) years of full-time work experience (excluding internships and part-time employment) prior to the date of enrollment.

(B) : Those who have been recognized by MBS as possessing qualifications equivalent to or exceeding those described in (A) above through an individual eligibility screening by MBS. For (B) criterias apply, see below for details.

Those wishing to apply under condition (B) must undergo an individual eligibility screening in accordance with "9. Individual Eligibility Screening."

Examples of applicants who may qualify under condition (B):

- Those who founded a business while enrolled at university.
- Those who passed one or more subjects of the Certified Public Tax Accountant examination while enrolled at university.

II. 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. (recognized as a university by the Ministry of Education, Culture, Sports, Science and Technology(MEXT))

\*University must be one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan )

(2) Those who have received a bachelor's degree accepted by the Japanese 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 a correspondence programme in Japan offered by a foreign institution.

(5) Those who have completed a programme in an educational institution in Japan that is included in the overseas school education system as having a programme in a university in their country (as long as those who completed the programme have completed 16 years of school education in their country) and that is designated separately by MEXT.

(6) Those who have completed a three-year programme or longer outside Japan at 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 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 have been designated by MEXT. (Ministry of Education Notification No.5 of 1953)

(9) Those who have been enrolled at a university for more than three 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.

(10) Those who have been recognized by MBS, through an individual eligibility screening, as having academic ability equivalent to or greater than that of a undergraduate university graduate, and who have reached the age of 22. ※ The following persons who may be eligible are:

-Persons who are expected to meet any of the conditions listed in (1) through (8) above by the time of enrollment and can provide necessary certification if necessary.

-Graduates of junior colleges, colleges of technology, specialized training colleges, high schools, or miscellaneous schools

-Persons who have not been awarded a bachelor's degree (such as those who have only graduated from a three-year college in China, such as a zhuanke college or vocational college)

-Graduates of China's zixué kǎoshì (self-study examination) program

-Graduates of other educational institutions

III. Applicant must meet a requirement about language proficiency who are applying to take the interview exam in English or Japanese which is not the applicant's native language.

If the applicant wishes to take the interview in Japanese,

the applicant (excluding permanent residents) must be able to submit one of the following certified

test scores on with the application documents. These documents are not necessary if the applicant's native language is Japanese, or they have obtained or are expected to obtain a degree from a higher education institution (university or higher) where educational curriculum is conducted 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')

If the applicant wishes to take the interview in English,

the applicant must be able to submit one of the following certified test scores on with application documents. These documents are not necessary if the applicant's native language is English or who have obtained or are expected to obtain a degree from a higher education institution (university or higher) where the educational curriculum is conducted in English. Submitted score reports must be issued within 2 years of each application deadline.

- TOEFL iBT total score of 79 or above (taken before January 21, 2026), or total band score of 4 or above (taken on or after January 21, 2026);
- TOEIC (L&R) 800 or above;
- TOEIC (S&W) 300 or above or
- IELTS (Academic Module) 6.0 or above

## **7. Application for Delegates from Business**

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

## **8. Warnings concerning the Application Procedure**

- If an applicant doesn't meet the eligibility requirements or there are critical flaws, the application will not be accepted.
- Once the application documents are submitted, they cannot be substituted for another version under any circumstances.
- Once the application documents are submitted, they are not returned under any circumstances.
- False statements on the application documents will lead to MBS cancelling any or all of the admission process.
- Application documents must be sent by post. Application documents sent from outside Japan, must arrive at our office by the due date. For application documents sent within Japan, it must be postmarked on the last day of the application period to be 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 (簡易書留).
- Applicants living overseas should have acquaintances resident in Japan send application documents on their behalf. If you cannot find a person to assist you, you may use EMS, DHL, or another courier service with a tracking service to send application documents, which should be received by the MBS office no later than the last day of the application period.
- MBS cannot confirm whether it has accepted the application documents. Applicants should check the delivery status themselves.
- If a physically disabled applicant requires special consideration for the examination, please inquire at the MBS Office by 1 June 2026.

## **9. Individual Eligibility Screening**

- Applicants wishing to apply under Eligibility Condition (I)(B) or (II)(9)(10) must undergo an individual eligibility screening. Please refer to "(2) Required Documents for Individual Eligibility Screening" below and submit the required documents by the specified deadline.
- Only applicants whose eligibility has been approved may proceed with the standard application process.
- As eligibility may not be approved, do not pay the application fee before receiving the screening result.
- If eligibility is approved, it remains valid only for the 1st and 2nd exam terms within the same academic year (applicants approved in the Autumn 2026 admissions must undergo screening again if they wish to apply in the 2027 admissions cycle).

### **(1) Screening Document Submission Period**

From 26 May 2026 to 1 June 2026

- Documents sent domestically within Japan must be postmarked by 1 June 2026 to be eligible.
- Documents from overseas (EMS, DHL, etc.) must arrive at the MBS Office by 1 June 2026.

### **(2) Required Documents for Individual Eligibility Screening**

- Application Form for Individual Eligibility Screening (Form 4)
- Complete set of standard application documents (excluding Application Form B)
- The applicant may also submit any additional documents prepared by the applicant.
- For details on required documents, please refer to "10. Application Document List."

### **(3) Notification of Screening Results**

On or around 11 June 2026

If eligibility is approved, please pay the application fee and provide Application Form B within the application period. Details will be provided in the screening result notification. Please note that documents submitted during the individual eligibility screening may not be replaced.

## 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
Documents to be Downloaded	For Relevant Applicants	e. Letter of Recommendation from a Business (company etc.) (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 Applicant's Passport
		l. Photocopy of Applicant's Residence Card or Certificate of Residence
		m. Proof of Language Proficiency
		n. Proof of Attendance

## 11. Precaution about Application Preparation

- Submitting or attempting to submit any false, plagiarized, or fabricated application materials or information to Meiji University will constitute application misconduct. Any applicant found engaged in misconduct will be ineligible to apply to Meiji University. They will also be prohibited from taking any entrance examinations of Meiji University for the relevant academic year. If already accepted or admitted, their acceptance or admission will be canceled, with no refund of any fees, such as screening fees or/and tuition fees, provided. Depending on the circumstances, appropriate action, such as filing a report with the police for damages, may be taken regarding the misconduct.
- Applicants who wish to take the interview in Japanese must prepare the application documents following the [明治大学専門職大学院グローバル・ビジネス研究科 \[MBA\] 入学試験要項 \(一般入学試験\)](#) . Applicants who wish to take the interview in English must prepare the application documents following the [English version application guidelines](#).
- “Documents to be Downloaded” should be downloaded from the MBS website and should be typed using the Microsoft Excel files posted on it. To avoid mistakes, handwritten documents are not allowed.
- Fill in all necessary information and print the documents out. Color printing is not required.

## 12. Instructions concerning Application Document Preparation

### a. Cover Letter

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

### b. Application Form BCD

- After paying the screening fee, cut off Form BCD into sections 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

- Complete the form using a keyboard. Handwritten forms are not accepted.
- Your “Katakana (カタカナ) name” is necessary in the box marked “Furigana (フリガナ)”.

- Attach your ID Photo to the form.
- Please make sure to provide your e-mail address by which you can be contacted by MBS without delay concerning your application documents.
- Include the details of your educational background in chronological order, from high school ( 高級中学 in the 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 evidence (copies) concerning such matters.

#### **d. Application Form 2**

- Prepare your 'Research Proposal' referring to the instructions on the form.
- Fill out the form and use it as the front cover of your 'Research Proposal'.
- Please select one research area related to the research theme of your master's thesis and tick the relevant box.

#### **e. Letter of Recommendation from a Business (Form 3) < Only for delegates from business >**

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

#### **f. Application Form for Individual Eligibility Screening (Form 4) < Only for those applying under Application Eligibility (9) or (10) >**

- Prepare and submit this form for an individual eligibility screening process and refer to "9".

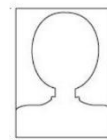
#### **g. Statement of Financial Resources (Form 5) < Only for applicants with non-Japanese nationality > (excluding special permanent residents)**

- Only applicants with non-Japanese nationality must submit this form, except for special permanent residents. Handwritten forms are not accepted.
- The form should include the details of those persons who will be responsible for the total amount of academic fees and other living expenses (totaling 3,000,000 JPY or more) during your period of study at MBS.
- The total amount should cover all expenses for the year including academic fees and other living expenses while studying at MBS.
- The academic fees are detailed under "17. Tuition and Fees".

\* The Japan Study Service Organization noted in 2025 that average expenses per month for international students who study in professional graduate schools is JPY170,000.

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

- Attach one of your ID Photos to Application Form 1 and include the other.
- The ID Photo must be in color, 4cm by 3cm, with a glossy finish. It must be a frontal view showing your upper body with 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 that cover the face by using sunglasses, hats, etc.
- The photo will be used for your Student ID Card on admission. The photo may be used for student visa purposes.
- If you need a temporary visitor visa for the exam, contact the Professional Graduate School Office and submit an additional color ID photo as instructed below.



**< Temporary Visitor Visa for taking an Exam >**

- Applicants with non-Japanese nationality or citizenship should obtain permission to take the entrance exam issued by Meiji University after the application process is completed in order to obtain a 'Temporary Visitor' visa. Contact the Professional Graduate School Office and submit an additional color ID photo, if needed.

- Nationals and citizens of the countries and regions stipulated in the 'Immigration Control and Refugee Recognition Act' as those with visa exemption (e.g. Republic of Korea, Taiwan, Hong Kong etc.) are not required to obtain visas to enter Japan. Therefore, permission to take the entrance exam will not be issued for applicants from those countries or regions.

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

[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

- Undertaking the visa application procedure at a Japanese diplomatic mission abroad (embassy or consulate) using the 'examination permit' issued by the University does not guarantee that the visa will be granted.

- The visa application and entry procedures are the responsibility of the applicant.

\* Permission to take the entrance exam doesn't necessarily enable applicants to obtain a 'Temporary Visitor' visa.

**i. Originals of Official Academic Transcripts; and**

**j. Originals of Certificates of (expected) Graduation and Degrees \*1**

**I. For applicants who have 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 the original of official academic transcript(s), the original of certificates of (expected) graduation and degree don't need to be submitted.
- If the name changed from the one on the certificate(s), a transcript or extract of the family register should be submitted.
- If the universities or graduate schools certify any credits that were 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. For applicants who have 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 the universities or graduate schools you have attended 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**

- Follow the instructions below concerning all universities or graduate schools that you have graduated from.

- Both certificates in English as below (a) and (b) are to be sent by email directly to MBS by the China Higher-education Information and Student Information organization (CHSI) or the Japan Office of CHSI.

(a) Verification Report of the China Higher Education Student's Academic Transcript

(b) Online Verification Report of a Higher Education Qualification Certificate

[NOTES REGARDING (2)]

- Please apply to CHSI to issue each certificate in English. Documents in languages other than English cannot be accepted.  
(CHSI in China) <https://www.chsi.com.cn/en/pvr/>  
[https://www.chsi.com.cn/en/help/howtoapply\\_ep\\_en.jsp](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.  
(MBS Email address) [guroken@mics.meiji.ac.jp](mailto:guroken@mics.meiji.ac.jp)
- CHSI charges fees for these documents. (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.
- If the certificates don't arrive by the deadline, the applicant cannot take the interview.

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

- Follow the instructions below about all universities or graduate schools that you graduated from.
- Original certificate(s) (either in English or in Japanese) issued and verified by all of the universities or graduate schools you graduated from must be submitted. Any date of issue is acceptable.
- Applicants should request that the university or graduate school which they graduated from submit the certificates by email directly to MBS. Certificates forwarded to MBS by applicants are invalid.  
(MBS Email address) [guroken@mics.meiji.ac.jp](mailto:guroken@mics.meiji.ac.jp)
- If applicants 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 a Certified True Copy of the originals
  - (b) the originals of the certificates
- Applicants are advised to undertake the necessary procedures as soon as possible because it may take a long time to obtain the originals from institutions outside of Japan.

\*1 Applicants who qualify for application eligibility under (9) and (10) must submit the original official certificate(s) of (expected) graduation or degree obtained and the 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. If the educational institutions are unable to issue the official academic transcript for whatever reasons, you must submit proof that it was impossible.

#### **k. Photocopy of Applicant's Passport < Only for applicants with non-Japanese nationality >**

- Applicants with non-Japanese nationality must submit an above copy which shows that the passport is valid, except for students already 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 Applicant's Residence Card or Certificate of Residence < Only for applicants with non-Japanese nationality >**

- Applicants with non-Japanese nationality must submit the above documents, except for students already at Meiji University and special residents outside of Japan.
- Submit a photocopy of the valid residence card at the time of application or certificate of residence (your alien registration card or special permanent resident certificate are also acceptable).
- When submitting a photocopy of the 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 back side.
- When submitting a certificate of residence, it should have been issued within three months before application.

### **m. Proof of Language Proficiency**

#### **< Only for applicants who qualify under “6. Application Eligibility” III >**

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

#### If the applicant want to take the interview in Japanese,

- Submit one of the following certified test score reports. The original will be returned to the applicant on the day of the exam. We cannot return the original document before the exam date.
- Applicant who have obtained or are expected to obtain a degree from a university or graduate school where the educational curriculum is conducted in Japanese or special permanent residents of Japan do not need to submit this proof.
  - (i) JLPT: The original of the Certificate of Proficiency (N1)
  - (ii) EJU: The original of the Score Certificate (250 or above excluding 'Writing')

#### If applicant want to take the interview in English,

- Submit one of the following certified test score reports. The original is going to be returned to the applicant on the day of the exam.
- Applicants who have obtained or are expected to obtain a degree from a university or graduate school where the educational curriculum is conducted in English do not need to submit this proof.
- Submitted score reports should have been issued within two (2) years of each application deadline.
  - (i) TOEFL (iBT): Both the data of Official Score Report and a copy of the Test Taker Score Report  
\*2
  - (ii) TOEIC (L&R): The original and a copy of the Official Score Certificate
  - (iii) TOEIC (S&W): The original and a copy of the Official Score Certificate
  - (iv) IELTS (Academic Module): The original and a copy of the Test Report Form

#### \*2 Notes for users of TOEFL (iBT)

- Please note that the Official Score Report must be sent directly to MBS by ETS.
- A copy of the Test Taker Score Report must be sent by mail with the other application documents.
- The MBS ID code is “D188”. Make sure to input this code for ETS to send the Official Score Report to MBS.
- MBS does not accept the scores of the TOEFL iBT Home Edition, TOEFL ITP or TOEFL Paper-delivered Test.

### **n. Proof of Attendance <Only for Non-Japanese applicants >**

- Submit proof of attendance issued by Japanese language schools 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 does not apply).
- The period for payment is the same as the application period.

#### **Payment Deadline** 22 June 2026

- Note that payments from overseas must be paid in full by the deadline. It is the responsibility of the remitter to make sure that the total amount (JPY 35,000) reaches Meiji University. Payment before the application period is accepted. Please refer to “(4) Paying from abroad via overseas remittance”.
- **Once the screening fee is paid, there will be no refund.**

#### **(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), and pay the fee via telegraphic transfer at a bank counter.
  - 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 Form C and send Form B with your application materials.
- \*Only cash payment is accepted. Checks, securities, and payment through an ATM are not accepted.
  - \*No transfer commission fees are charged if the payment is made at the main office of a designated bank listed on the prescribed payment form.
  - \*The receipt from the financial institution used by the applicant is considered to be the University’s receipt as well and should be kept by the applicant safely since Meiji University will not issue a receipt.

#### **(2) Paying through convenience stores in Japan**

- Please cut out the 'Proof of Collection/ 収納証明書 ' from the 'Application Fee Statement 入学検定料・選考料取扱明細書' issued after you have paid in person, and affix it to the designated field on Form B.
  - A receipt issued by the convenience store is considered the same as the University’s receipt. The receipt should be safely kept by the applicant since Meiji University will not issue a receipt.
  - Submit Form B with the 'Proof of Collection/収納証明書'. Don’t submit forms C and D.
- \*See the “E-Payment Service” website (in Japanese only) at <https://e-shiharai.net/>.
  - \*Commission fees will be charged.
  - \*Payment is accepted only during the application period.

#### **(3) Paying by credit card/China Pay Service**

- Follow the instructions on the next page to make your payment.
- Submit Form B with the printed ‘Result’ page. Don’t submit forms C and D.

# Meiji University Graduate Schools

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

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, and Union Pay.



Web Application - Online Transaction

Access

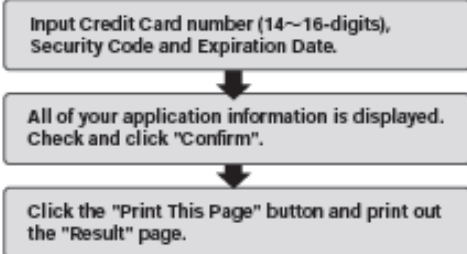
<https://e-shiharai.net/ecard/>



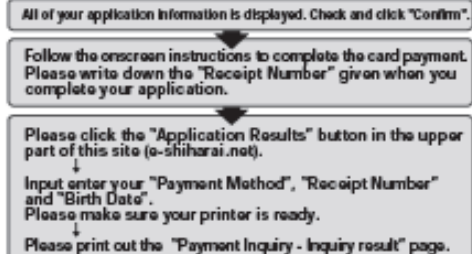
You can access from our website too!

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

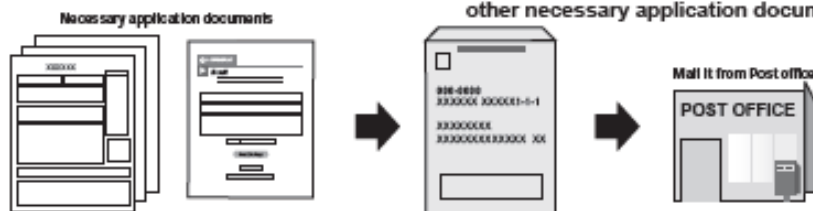


### Paying by Union Pay



Application

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



### [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: **JPY35,000**

② Commission Fee:

Commission fees by 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 for remittance services at Meiji University's bank

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](mailto:guroken@mics.meiji.ac.jp)

• Subject: Overseas Remittance for the 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 the applicant, indicate the relationship

③ Required Documentation

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

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

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

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

- When making an 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.
- An applicant ID card will be sent approximately 10 days after the application deadline at the earliest. Please note that delivery may be delayed depending on the processing status of applications or the postal situation.
- If received the application ID card 14 days after the deadline, the applicant must contact the MBS Office.
- Bring the application ID card on the day of the exam.
- Exam instructions enclosed with the application ID card will show the time of the interview.
- If you lose your application ID card, you can have it re-issued on the day of the exam. Make sure to arrive at the venue 10 minutes earlier than the time of the interview.

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

The School Health and Safety Act stipulates that on the day of the exam, if you are infected with an infectious disease (COVID-19, influenza, measles, chicken pox, etc.) , 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 managing your physical condition 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.

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), 21 July 2026 on the bulletin board in front of the Professional Graduate School Office.
- A notification of acceptance will be mailed **by express service** to all successful applicants. MBS will send it to the applicant’s home address stated in the application documents.
- Applicant ID numbers of successful applicants will be posted on the MBS bulletin board and the website below.
  - < The website of MBS (Graduate School of Global Business) >
  - (Jp) <https://www.meiji.ac.jp/mbs/>
  - (En) <https://www.meiji.ac.jp/cip/english/graduate/global/>
- Admission decisions are final. We do not accept any inquiries with regard to the results.
- It is the successful applicant’s responsibility to inform the MBS Office if the documents do not arrive within 3 days after the acceptance notice. Those successful applicant who have not received the documents must contact the MBS Office between 15:00 to 19:00 on 27 July 2026.

## 16. Admission Procedure

- For further details regarding the admission procedure, please follow the Admission Procedure Guidelines.
- Payment of admission fees, tuition fees, and any other relevant fees must be made by 5 August 2026.
- Applicants who are expected to graduate from universities at the time of application must submit originals of Certificates of Graduation and Degrees obtained and the Originals of official Academic Transcripts.

\*1 If successful applicants cannot submit originals of Certificates of Graduation and Degrees obtained and originals of Official Academic Transcripts by 5 August 2026, 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 the 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 the ‘Guarantor’

- Successful applicants are required to nominate a 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 semester of 2026 (in Japanese Yen)

Subject \ Academic Year		2026	2027	2028
		(Autumn)	(Spring +Autumn)	(Spring)
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	<b>968,000</b>
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\*1 The 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 2026	Admission Fee, 50% of the annual tuition fee and educational development fee plus Misc. Fee	Period of admission procedure
Spring Semester 2027	50% of the annual tuition fee and educational development fee plus Misc. Fee	15 May 2027
Autumn Semester 2027	50% of the annual tuition fee and educational development fee	31 October 2027
Spring Semester 2028	50% of the annual tuition fee and educational development fee plus Misc. Fee	15 May 2028

\*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 procedures 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. Scholarships

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, Admissions Desk

(Professional Graduate School Office)

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

E-mail: [guroken@mics.meiji.ac.jp](mailto:guroken@mics.meiji.ac.jp)