



Meiji University

Application Guidelines for Spring Admission

-Spring 2022-

Ph.D. in Global Governance

Graduate School of Global Governance

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

Telephone : +81-3-3296-4527

E-mail : gsgg@meiji.ac.jp

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【Contact Information】

Meiji University, Graduate School Office, Graduate School Office of Global Governance

Address: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301 Japan
Tel : +81-3-3296-4527
E-mail: gsgg@meiji.ac.jp

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 decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. Under this operating agreement, please note that personal information submitted for the admission process may be provided to the agency.

1. Admission Policy

The doctoral program at the Graduate School of Global Governance aims at producing researchers who succeed internationally as well as outstanding professionals at government agencies, international organizations, and NGOs at both international and local levels. Toward these goals, the school welcomes applicants with the following backgrounds and potentials:

- (1) Professional experience and knowledge in one of the following three areas: public policy, international development policy, and community management. Motivation and enthusiasm in developing the knowledge and skills for becoming a pioneering professional or scholar.
- (2) Readiness to tackle global issues and willingness to contribute to the development of global society through academic research.

Furthermore, applicants are required to satisfy the following criteria, including the knowledge in specialized fields:

- (1) Professional experience and knowledge in one of the following three areas: public policy, international development policy, and community management. The ability of undertaking a research in his/her specializing field.
- (2) A broad perspective and the ability to apply analytical methods in order to be able to work on advanced academic researches and ever-globalizing societies.
- (3) Good command of English for undertaking an advanced research project.

2. Number of Matriculation

School	Degree	Number of Students to be Accepted
Graduate School of Global Governance	Ph. D. in Global Governance	up to 5 students

3. Eligibility Criteria

Applicants must meet the following three criteria:

(1) Applicants must meet at least one of the following conditions:

- (i) Hold a master's degree, professional master's degree, or an equivalent qualification; or are scheduled to receive such a degree by March 31, 2022.
- (ii) Recognized by the Ministry of Education, Culture, Sports, Science and Technology, Japan.*
- (iii) Completed a postgraduate program and have received a degree equivalent to a master's degree from a United Nations University or are scheduled to receive such a degree by March 31, 2022.
- (iv) Recognition by the Graduate School of Global Governance's screening procedure is equivalent to point i), and will reach the age of 24 by March 31, 2022.*

Note: The university may seek to verify applicants' qualification in advance if it is unclear in their application.

(2) Non-Japanese applicants must acquire or extend a visa to stay in Japan issued by the Immigration Bureau of Japan.

(3) Applicants whose first language is not English must acquire a score of one of the following English proficiency tests and submit the official score report. The test score is only valid if the test date is within the past two years before the application deadline (**Friday, November 12, 2021**).

- ◆ TOEFL iBT® 79 or above
- ◆ IELTS (Academic Module) 6.0 or above

Note:

- ✓ *The following tests are not acceptable: TOEFL CBT®, TOEFL ITP®, TOEFL PBT®, TOEFL Paper-delivered Test and IELTS (General Training Modules).*
- ✓ *Regarding of TOEFL iBT®, only Test Date Scores are acceptable. MyBest™ Scores are not acceptable.*
- ✓ *If applicants who want to submit TOEFL iBT® Home Edition, must contact to the Graduate School Office by **Tuesday, October 12, 2021**.*

4. Admission Schedule and Procedure

(1) Application Deadline: **Friday, November 12, 2021 (Japan Standard Time)**

The application documents must reach the following address transported by EMS, DHL or other courier services with a tracking system before the date mentioned above.

Meiji University, Graduate School Office, Graduate School Office of Global Governance

Address: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301 Japan
Tel : +81-3-3296-4527
E-mail: gsgg@meiji.ac.jp

(2) 1st screening

The complete set of application documents will be screened. Results will be sent to all the applicants by E-mail and EMS **on Thursday, January 13, 2022**. We do not accept any inquiries with regard to the results.

(3) 2nd screening

Those who have passed the 1st screening will be scheduled to attend an interview as a secondary evaluation.

[Applicants from overseas]

Interviews will be held online **from Monday, January 17, 2022 to Friday, January 21, 2022**.

The interview schedule will be announced to each applicant directly.

[Applicants residing in Japan]

Interviews will be held at Surugadai campus on **Saturday, February 5, 2022**.

(4) Announcement of the admission decision: **Tuesday February 8, 2022**.

Announcement will be made through the university website around 10 a.m. on the date and notification of acceptance will be sent to the applicant's mailing address. We do not accept any inquiries with regard to the results.

(5) Enrollment procedure

Enrollment documents will be mailed along with the notification of acceptance. All relevant details will be contained in the documents.

<Other Points>

If a physically disabled person requires special consideration for the examination, please inquire to the Graduate School Office by **Friday, November 12, 2021**.

5. Application Documents

< Preparing the application documents >

- **The name on the application documents must be written the same as recorded in the applicant's passport verbatim.**
- All documentation must be typed or written in English (except Application Form 2).
- Nothing is to be written in blank space containing asterisk (※).
- Black or blue ink (a ballpoint pen is preferred) is to be used for handwritten information. Please don't use an erasable ballpoint pen.
- The documents must be completed in block letters by the applicant on his/her own.

< Important notes for the application procedure >

- Make sure all required documentation is completed prior to mailing.
- Applicants from overseas must submit their application documents by EMS, DHL, or another courier service with a tracking system.
- Applicants residing in Japan must send their application documents by registered mail or express delivery.
- If you would like to confirm the research theme of the supervisor to avoid the mismatch of your research interest, please contact the Graduate School Office at least two weeks before the deadline of submitting application documents. For the information of supervisor's research themes and academic performance, please see the faculty list on the website of the Graduate School of Global Governance linked with the online faculty database of the University at the following URL.

URL: <https://www.meiji.ac.jp/cip/english/graduate/gsgg/faculty.html>

- If the application documents are not received or not completed by **Friday, November 12, 2021**, the application will not be accepted.
- Submission of false documentation will render the application disqualified.
- Application documents cannot be changed after submission.
- **Once the application documents are submitted and payment is completed, documentation and screening fees will not be returned under any circumstances.**

★ Required Application Documents Checklist

Please refer to the checklist on the next page, and mail all required documents to the university. For details of each application document, read the information on page 5-11.

Note:

- ✓ *Regarding the documentation for item No. 12, please have them sent directly to Meiji University by the institution of examinations.*
- ✓ *Regarding the documentation for item No. 13, please have them sent directly to Meiji University by recommenders.*
- ✓ *No. 12 and from No. 14 to No. 18 are only required by certain applicants.*

Please write the number in the upper right corner of each document and place them in numerical order.

No.	Application Documents	Format	Notes
1	Checklist for Application Documents	Download	
2	Application Form 1 [for Non-Japanese students]	Download	Please attach ID photo.
3	Application Form 1 [for Japanese students]	Download	Please attach ID photo.
4	Application Form 2 (Form B-D)	Download	
5	ID photo	Prepared by applicant	Need to submit another ID photo besides the one attached to Application Form1.
6	Research Proposal	Prepared by applicant	
7	Original of Certificates of (expected) Graduation and Degree	(No form)	
8	Original of Official Academic Transcripts	(No form)	
9	Copy of Master's Thesis	Prepared by applicant	
10	Outline of Master's Thesis (three copies)	Prepared by applicant	
11	Copy of Peer-Reviewed Publication in Academic Journals	Prepared by applicant	Not indispensable but highly recommended
12	Proof of English Language Proficiency [for applicants whose first language is not English]	(No form)	Only TOEFL iBT® or IELTS is accepted.
13	Two Letters of Recommendation	(No form)	Must be sealed.
14	Copy of Passport [for Non-Japanese students]	Prepared by applicant	
15	Copy of Residence Card [for Non-Japanese students residing in Japan]	Prepared by applicant	Only for international applicants residing in Japan.
16	Statement of Financial Resources [for Non-Japanese students]	Download	
17	Copy of Application for Remittance [for those who remit screening fee from overseas]	(No form)	Required in case of remittance from a financial institution outside Japan.
18	Certificate of Dispatch [for applicants from official institutions]	(No form)	
Download	Download the designated documents from the online website, and fill out the necessary information.		
(No form)	There is no designated form. Ask your school or institution to provide the documents.		

Please read the following important information for each document:

(1) Checklist for Application Documents																																																							
<ul style="list-style-type: none"> • Use the checklist to ensure all required documents are enclosed in the submission. Include the checklist as the first page of the application. 																																																							
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<ul style="list-style-type: none"> • Fill in the form not by handwriting but by typing. • Attach your ID photo to the form. • Emergency contact: The name and telephone number of an emergency contact must be included in the application. • Include the full name of a professor whom you would like ask to supervise you. • If you reside in Japan, check your Residence Card and include your status of residence, the date of arrival and the date of expiration. • Research topic: Submit information regarding the research topic of your choice. • Include all details of your educational background, from primary school to the latest level of qualification. Include the names of all institutions and years attended. Also include information regarding attendance at a Japanese university as a non-degree student. • Title of graduation (Master’s) thesis: Cross this column if you have not submitted a thesis upon completion of graduation. • Work history: If you have been employed, include the details of your two most recent jobs in chronological order. (Work experience includes any full-time job and military service, but not part-time jobs.) • Current work: Select the most appropriate number of Occupation Type and Industry Type in the table below. 																																																							
<Occupation Type>	<Industry Type>																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%; text-align: center;">01</td><td>Sales</td></tr> <tr><td style="text-align: center;">02</td><td>Accounting</td></tr> <tr><td style="text-align: center;">03</td><td>Survey Planning</td></tr> <tr><td style="text-align: center;">04</td><td>Human Resources</td></tr> <tr><td style="text-align: center;">05</td><td>Research and Development</td></tr> <tr><td style="text-align: center;">06</td><td>Design</td></tr> <tr><td style="text-align: center;">07</td><td>Industrial Technology</td></tr> <tr><td style="text-align: center;">08</td><td>Manufacturing Management</td></tr> <tr><td style="text-align: center;">09</td><td>Operations</td></tr> <tr><td style="text-align: center;">10</td><td>Product Planning</td></tr> <tr><td style="text-align: center;">11</td><td>Administration</td></tr> <tr><td style="text-align: center;">12</td><td>System Engineer</td></tr> <tr><td style="text-align: center;">13</td><td>Education (teaching)</td></tr> <tr><td style="text-align: center;">20</td><td>Others</td></tr> </table>	01	Sales	02	Accounting	03	Survey Planning	04	Human Resources	05	Research and Development	06	Design	07	Industrial Technology	08	Manufacturing Management	09	Operations	10	Product Planning	11	Administration	12	System Engineer	13	Education (teaching)	20	Others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%; text-align: center;">01</td><td>Manufacturing</td></tr> <tr><td style="text-align: center;">02</td><td>Publishing, Broadcasting, Advertisement, Printing</td></tr> <tr><td style="text-align: center;">03</td><td>Electricity, Gas, Water</td></tr> <tr><td style="text-align: center;">04</td><td>Transportation, Telecommunications</td></tr> <tr><td style="text-align: center;">05</td><td>Wholesale</td></tr> <tr><td style="text-align: center;">06</td><td>Retail</td></tr> <tr><td style="text-align: center;">07</td><td>Finance</td></tr> <tr><td style="text-align: center;">08</td><td>Education</td></tr> <tr><td style="text-align: center;">09</td><td>Service</td></tr> <tr><td style="text-align: center;">10</td><td>Medical</td></tr> <tr><td style="text-align: center;">11</td><td>Non-Profit Organization</td></tr> <tr><td style="text-align: center;">12</td><td>Public Service</td></tr> <tr><td style="text-align: center;">20</td><td>Others</td></tr> </table>	01	Manufacturing	02	Publishing, Broadcasting, Advertisement, Printing	03	Electricity, Gas, Water	04	Transportation, Telecommunications	05	Wholesale	06	Retail	07	Finance	08	Education	09	Service	10	Medical	11	Non-Profit Organization	12	Public Service	20	Others
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(3) Application Form 1 [for Japanese students]

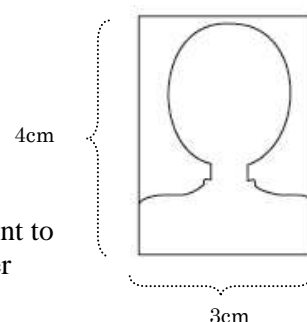
- Fill in the form not by handwriting but by typing.
- Attach your ID photo to the form.
- Emergency contact: The name and telephone number of an emergency contact must be included in the application.
- Include the full name of the requested supervisor whom you would like ask to supervise you.
- Research topic: Submit information regarding the research topic of your choice.
- Title of graduation (Master's) thesis: Cross this column if you have not submitted a thesis upon completion of graduation.
- Work history: If you have been employed, include the details of your two most recent jobs in chronological order. (Work experience includes any full-time job and military service, but not part-time jobs.)
- Current work: Select the most appropriate number of Occupation Type and Industry Type in the table on page 6.

(4) Application Form 2 (Form B-D)

- Please refer to < 6. Screening Fee and Payment Procedure > on page 12 for further details.

(5) ID Photo

- Your name and the name of the school that you are applying to (i.e., Graduate School of Global Governance) must be written clearly on the back.
- The ID photo must be a colored photo, 4cm by 3cm in size, and should have been taken in the last three months.
- The ID photo must be frontal view, full head; from top of the hair to shoulders, borderless, and against a plain background. The following will not be accepted: snapshots, blurred photos, or photographs with covered features using sunglasses, hats, etc.
- The photo will be used on your student identification card after admission. Please note that you need to prepare two photos, the one is for the attachment to Application Form 1 and the other is for your student identification card after admission.



(6) Research Proposal

- Type an essay of approximately 2,000 words in English, double-spaced in Word. Please include the heading; "Research Proposal", your name, and the word count.

(7) Original of Certificates of (expected) Graduation and Degree

(8) Original of Official Academic Transcripts

- You must submit certificates of (expected) graduation and bachelor's and master's degree with your academic transcripts.
- Original documents (issued and verified by your school of the past and the present) must be submitted. If you are unable to submit the originals, a notarized copy will be accepted. Copies of qualifications that have not been notarized will not be accepted. Please refer to the flowchart for (7) and (8) on the next page.
- Certificates and Academic transcripts must be written in either English or Japanese. For documents written in other languages, a Japanese or English translation, notarized by an embassy or another appropriate governmental organization, must be attached. Please refer to the flowchart for (7) and (8) on the next page.

- If the name written on the certificate is not the same as the one in your passport, ask your university to correct the certificates and submit the corrected certificates.
- Academic transcripts must contain the following information: year of admission and graduation, applicant's name, birthdate/year, subjects completed and grades.

Note: Please make arrangements for notarization of documents in advance as the process is time-consuming.

<Flowchart for (7) and (8)>

Can you submit original certificates and transcripts?	What language are certificates and transcripts written in?	Required Procedure	Documents to be submitted
YES	English or Japanese	N / A	Original
	Languages other than English or Japanese	Translate the documents into English or Japanese. Notarize the documents.	The original certificates and transcripts written in a language other than English or Japanese, AND The original documents translated into English or Japanese with notarization.
NO	English or Japanese	Request a certified true copy of your certificates and transcripts.	A certified true copy of certificates.
	Languages other than English or Japanese	Request a certified true copy of your certificates and transcripts. AND Translate the documents into English or Japanese. Notarize the documents.	The certified true copy of certificates and transcripts written in a language other than English or Japanese, AND The original documents translated into English or Japanese with notarization.

In case that you have graduated (or expect to graduate) from a university in China*, the flowchart above doesn't apply. Please refer to [NOTE] on the next page.

****Excluding Hong Kong, Taiwan, and Macau.***

【NOTE】

Applicants who graduated or are going to graduate from a university in China must submit each certificate issued by one of the institutions below. Please refer to each website of each institution for further details.

Please ask the institution to issue each certificate in English or Japanese and to send them directly to Meiji University. Make sure to start applying soon to meet the deadline because it takes considerable number of days for the process.

(7) Original of Certificates of (expected) Graduation and Degree

Applicants must submit the following ① and ②.

- ① An original of certificates of (expected) Graduation and Degree written either in Japanese or English issued by the university from which you graduated.
- ② A Graduation and Degree certificate verification report in Chinese or English issued by the China Academic Degrees and Graduate Education Development Center (CDGDC). Request the CDGDC to send the report to the following email address.

CDGDC: <http://www.cdgdc.edu.cn/>

■ Email address: in_ninsyo@meiji.ac.jp

*Request CDGDC to send an electronic verification report via email directly to Graduate School of Meiji University. We only accept the email sent directly by CDGDC, and the email that was received and forwarded to the University by applicants is invalid.

*When completing an application to CDGDC, you will receive a designated application number. Make sure to put down the number and application date in “Checklist for Application Documents”.

(8) Original of Official Academic Transcripts

The original Transcript of Academic Records in English issued by the China Higher Education Student Information and Career Center (CHESICC) or CHSI Agency in Japan.

Access to the website below and apply for “Verification Report of China Higher Education Student’s Academic Transcript” (NOT Online Verification Report).

CHESICC: https://www.chsi.com.cn/en/help/howtoapply_ep_en.jsp

CHSI Agency in Japan: <http://www.chsi.jp/>

■ Email address: in_ninsyo@meiji.ac.jp

*Request the institution to send an electronic verification report via email or send original verification report directly to Graduate School of Meiji University. We only accept the e-mail that sent directly by the institutions, and the email that was received and forwarded to the University by applicants is invalid.

*Make sure to put down the application date in “Checklist for Application Documents”.

(9) Copy of Master’s Thesis

- Submit a copy of your master’s thesis. Those who have not written a master’s thesis must submit a copy of “Research Report”, research paper equivalent to a master’s thesis, or the latest draft of your master’s thesis if you are supposed to complete a master’s program after Application Deadline.

(10) Outline of Master’s Thesis (three copies)

- Submit three copies of a 2-3 page outline of your master’s thesis in English.

(11) Copy of Peer-Reviewed Publication in Academic Journals

- It’s not indispensable but highly recommended for the applicant to submit a copy of peer-reviewed scholarly article(s) (co-) authored by the applicant and published in academic journals. The applicant’s publication record will be considered in our screening process.
Article(s) that has already been accepted for the publication can be included. In such a case, make sure to attach a copy of the acceptance letter to the article.

(12) Proof of English Language Proficiency [for applicants whose first language is not English]

Please submit one of the following official score reports. Scores must have been obtained after **November 12, 2019.**

<p>TOEFL iBT® (79 or above)</p>	<p>Please complete following both (a) and (b).</p> <p>(a) Request the Educational Testing Service (ETS) to send an Official (Institutional) Score Report directly to Meiji University.</p> <p>(b) Put down the Test Date, Application Date and “Appointment number (Registration number)*” on the “Checklist for Application Documents”</p> <p>*How to check the “Appointment number (Registration number) ”: <Request Official (Institutional) Score Report <u>after test date</u>> Access the web page of ETS, go to “My TOEFL Home” and check “Test Taker Report”.</p> <p><Request Official (Institutional) Score Report <u>before test date</u>> Access the web page of ETS, go to “My TOEFL Home” and check “View My Orders”.</p> <p>*Official Score (Institutional) Report is NOT "Examinee Score Report (Test Taker Score Report)" which will be delivered to examinee.</p> <p>*Only TOEFL iBT® score is acceptable. TOEFL CBT®, TOEFL ITP®, TOEFL PBT®, and TOEFL Paper-delivered Test are NOT acceptable.</p> <p>*MyBest™ Scores are NOT acceptable.</p> <p>* If applicants who want submit TOEFL iBT® Home Edition, must contact to the Graduate School Office by Tuesday, October 12, 2021.</p>
<p>IELTS (Academic Module) (6.0 or above)</p>	<p><u>The test type must be Academic Module.</u> <u>Please submit the original of your Test Report Form.</u></p> <p>*The general training module is NOT acceptable.</p>

- Score report without ID photo is not acceptable.
- **Your name, date of birth (etc.) must be same the as the one written on your passport.** If it's different, contact to test institution for correction.
- Please submit the score by **Friday, November 12, 2021.** If you expect a delay in its arrival, please submit a copy of your Examinee Score Report of TOEFL or Test Report Form of IELTS by the deadline date. This acts as a substitute until your official score report arrives.

- **Applicants must arrange for a local test center to send the official score report directly to Meiji University Graduate School by Application Deadline.**

- Codes to issue Official (Institutional) Score Report of TOEFL are as follows.

The institution code for Meiji University Graduate School : 5132

The department code for the Graduate School of Global Governance: 89

- In case of IELTS, make sure to ask a local test center to send the official score report to the address on page 3.

Note:

- ✓ *"Official (Institutional) Score Report" might take a long time to be sent. Please go through the procedure about 6 weeks before the deadline.*
- ✓ *Please refer to the web page of CIEE (TOEFL Japan) or ETS for score billing. (CIEE web page : <https://www.cieej.or.jp/>)*

(13) Two Letters of Recommendation (SEALED)

- **Recommenders must sign the letters. Digital signatures will not be accepted.**
- **The letters must be sealed.**
- The letters must be written in English.
- The letters must be issued after November 12, 2020.
- At least one letter must be written by a faculty member of the university/graduate school you are currently attending or have recently graduated from. Both two letters from faculties are desirable. But one of the two letters may be written by a superior or manager from your organization.
- The letters must include recommender's name, institution, address, contact information (phone and e-mail), and relationship with an applicant.
- **Recommenders must directly send the letters to the address on page 3.**

(14) Copy of Passport [for Non-Japanese students]

- Copied page(s) must include the applicant's name, date of birth, passport number, photo, and expiry date. (A copy of the visa page is not required.)

(15) Copy of Residence Card (both front and back) [for Non-Japanese students residing in Japan]

- Both the front and the back of the card must be copied; the applicant's status of residence and period of stay must be included.

(16) Statement of Financial Resources [for Non-Japanese students]

- Please write the total amount to make it more than 1.8 million Japanese Yen.

(17) Copy of Application for Remittance [for those who remit screening fee from overseas]

- This application is only required in case that you remit screening fee from a financial institution outside of Japan.

(18) Certificate of Dispatch [for applicants from official institutions]

- Applicants who are being dispatched from official institutions must submit a document certifying it.

6. Screening Fee and Payment Procedure

(1) **Screening fee: ¥35,000 (nontaxable)**

(2) **Payment deadline: Friday, November 12, 2021.**

- * No tax will be imposed on the screening fee.
- * Note that payment from overseas must arrive at Meiji University by the deadline. Late payment after the deadline is invalid.
- * The screening fee is not refundable under any circumstances.
- * The screening fee can't be accepted in case that you don't follow the following designated payment procedures.

Choose one of the following payment methods.

(a) Paying by credit card/China Pay Service

- Visa, MasterCard, JCB, American Express, Union Pay (銀聯), or Alipay is acceptable. See the “Payment guideline (Credit Card/China Pay Service)” and the website at <https://e-shiharai.net/ecard/> for more details. Commission fees will be charged. 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 <https://e-shiharai.net/ecard/>. Enter your application number and your birthdate and year, and print out a “Result” page (収納証明書). Submit the “Result” page and Form B along with the other application documents to the Graduate School Office.
- Submission of Forms C and D is not necessary.
- 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.

(b) Paying from abroad via overseas remittance

① 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:

1. Bank charges for remittance services at your local bank
2. Bank charges for remittance services at Meiji University's bank
3. Any additional fees (if any; please check with your bank.)

- The screening fee must arrive at the University's bank account by the payment deadline. It may take a long time for 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 Remittance	Screening Fee
Paying Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	KANDA Branch
Bank Address	3-12 Kanda Ogawamachi, Chiyoda-ku, Tokyo, Japan
Payee's account No.	Ordinary Account 219-147151
Payee	Meiji University
Address	1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, Japan
Swift Code	SMBCJPT

- Write as "PAY IN FULL" in the message column for the receiving bank.
- 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 remitter's name in the message column.
- Send the following information to the Graduate School Office by email upon completion of remittance.

• Email address: gsgg@meiji.ac.jp

• Email Title: Overseas Remittance for Global Governance

(1) Applicant Name (5) Date of remittance

(2) Birthdate and year (6) Contact phone number

(3) Name of Remitter

(4) If the remitter is not an applicant himself/herself, indicate the relationship

② Required Documentation

After remitting the screening fee, please keep the "Application for Remittance (外国送金依頼書)" issued by the financial institution as proof of the remittance. Submit "Application for Remittance" and Form B, C and D along with other application documents.

(c) 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 (Form B, C and D). The Graduate school code is "3111"
- Pay the fee by 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 Forms 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.

(d) Paying through Convenience stores in Japan

- Payment can be made through Lawson, 7-ELEVEN, Family Mart, MINI STOP. Commission fees will be charged when making a payment at these locations. See the “Payment guideline (Convenience stores in Japan)” (*Available in Japanese language.) and the website at <https://e-shiharai.net/> for more details. 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 Form B with other application documents to the Graduate School Office.
- Submission of Forms C and D is not necessary.
- 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.

7. Announcement of Admission Decision

The announcement of the admission decision will be made on Tuesday, February 8, 2022.

Announcement will be made through the university website. The notification of acceptance will be mailed to all successful applicants. Your address stated in the application documents will be the mailing address.

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

8. Enrollment Procedure

(1) Sending enrollment documents

Acceptance notification and enrollment documents will be sent to successful applicants after announcement of admission decision. The mailing address provided on the application documents will be used. If your mailing address has changed after application submission, you must contact the Graduate School Office immediately.

- All enrollment procedures must be completed during the period designated by the university.
- If you pass all required evaluations, but do not receive admission documents, contact the Graduate School Office immediately.

(2) Enrollment Procedure

For further details regarding the enrollment procedure, please follow the Enrollment Registration Guidelines.

Payment of admission fee, tuition fee, and any other relevant fees must be made by the designated date in March. Please note that the designated date may change at short notice.

(3) Documents for enrollment procedures

The following documents as well as other designated documents must be submitted. Please prepare those in advance.

(i) Academic fee and Miscellaneous Fees (refer to page 16)

(ii) Residence Certificate

- The resident certificate must be issued within three months of the application procedure.
- Those residing outside Japan are required to register their residence immediately upon entering Japan. Once the Residence Certificate is received, it is to be submitted as part of the admission

procedure.

(iii) Documents showing university entrance qualification

- If you have previously submitted a certificate of graduation and degree or academic transcripts as part of your application documentation, you are not required to submit them again.

(iv) Copy of passport

(4) Notes

- Submitted documents will not be returned under any circumstances.
- Acceptance to the university may be revoked if any falsified information is found within the submitted documents.
- Orientation will be conducted for international students in April, 2022. All international students are required to attend it. Details will be sent together with notification of acceptance and admission documents.

9. Additional Information

< 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
- Guarantors are required to submit Written Agreement and Notification of Guarantor Consent for the Use of Personal Information, and Residence Certificate during the admission process in March.

< Other Points >

If a physically disabled person requires special consideration when studying at Meiji University, please inquire at the Graduate School Office by **Friday, November 12, 2021.**

10. Academic Fees and Miscellaneous Fee

<< Admission fee and Tuition for 2022>>

<<Subsequent years>>

subject \ year (grade)		(Units : yen)	
		2022 (Annual)	2023・2024 (Annual)
Academic Fees	Admission Fee	200,000	—
	Tuition Fee	520,000	520,000
Misc. Fees	Student Health Insurance	3,000	3,000
Total (Annual Sum)		723,000	523,000

【Note】

- (1) Academic Fee is divided into two biannual installments (Spring Semester and Fall Semester). First Year Enrollment Charges consist of Admission Fee, half of the annual Tuition Fee and Miscellaneous Fees.

Payment category	Description of payment	Payment Deadline
Spring Semester 2022	Admission Fee, 50% of the annual Tuition Fee plus Misc. Fee	Period of admission procedure
Fall Semester 2022	50% of the annual Tuition Fee	October 20
Spring Semester in subsequent years	50% of the annual Tuition Fee plus Misc. Fee	April 30
Fall Semester in subsequent years	50% of the annual Tuition Fee	October 20

- (2) After enrollment, an additional charge for certain subjects (Secondary School Teachers, Prospective Adult and Community Education Workers, Prospective Museum Workers, Certified Librarians and Teacher Librarians) may be levied.
- (3) Fees are non-refundable. However, with the exception of the admission fee, other fees may be refunded if the correct procedure is followed by the designated date.
- (4) Consumption tax is not levied on academic fees.
- (5) **Academic fees may be revised during the study period.**

11. Scholarships

<Fellowship Support Scholarship A (研究奨励奨学金A)>

This scholarship aims to nurture young researchers whose purpose is to obtain a doctoral degree. This scholarship grants about half the annual tuition fee (260,000 JPY for doctoral programs) for enrolled students who achieve the required level.

Eligible recipients are selected by each graduate school. This scholarship is granted for three consecutive years, by fulfilling the eligibilities stated by each graduate school.

<Meiji Univ. International Students Incentive Scholarship Program (明治大学グローバル選抜助成金)> (Application deadline is Friday, November 12, 2021.)

This Program is a scholarship to provide opportunity to study at Meiji University for young, competent students with financial difficulty. Students honored with this scholarship are expected to take part in strengthening the relationship between Japan and their home countries.

Please refer to the following link for the target countries/regions for 2022 Admission program

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

To apply for the scholarship, all applicants must:

- (1) Have a citizenship of the target country/region specified in the Scholarship Application Guidelines. Applicants with dual nationality are eligible only if ALL nationalities are from of the target country/region.
- (2) Resides in the target countries/regions specified in Appendix at the time of the application (except students who are enrolled in Meiji University as a MEXT scholar).
- (3) Obtains an academic grade point total of 2.30 or above in their most recent one year of study (see conversion chart below)

Grading pattern	Grades				
4-level rating	-	Excellent	Good	Average	Fail
4-level rating	-	A	B	C	F
4-level rating	-	100~80	79~70	69~60	59~
5-level rating	S	A	B	C	F
5-level rating	A	B	C	D	F
5-level rating	100~90	89~80	79~70	69~60	59~
Grade point	3	3	2	1	0

【How to convert to grade points】

$$\frac{([\text{No. of GP3 Credits}] \times 3) + ([\text{No. of GP2 Credits}] \times 2) + ([\text{No. of GP1 Credits}] \times 1) + ([\text{No. of GP0 Credits}] \times 0)}{\text{Total number of Credits}}$$

- (4) Be admitted to Meiji University through admission exams designed for international students.
- (5) Plan to have resident status of “College Student”.
- (6) Does not receive any other scholarship.
- (7) Be motivated to join international networking activities for Meiji University students.

Benefits:

- (1) The amount equivalent to Examination Fee
- (2) The amount equivalent to Admission Fee
- (3) 100% or 50% waiver of Tuition Fee
- (4) Monthly stipend (JPY100,000)
- (5) Transportation to Japan upon enrollment; an economy-class airplane ticket to Narita / Tokyo International Airport from the nearest international airport from the applicant's home address at the time of application.
- (6) Transportation from Japan upon completion of the degree program; an economy-class return airplane ticket of the route mentioned on (5).

For inquiries, please contact the International Student Office, Meiji University

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

Please refer to the following webpage for more information on this program.

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