



Meiji University

Application Guidelines for Spring Admission

-Spring 2025-

Ph.D. in Global Governance

Graduate School of Global Governance

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JAPAN

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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

Business Hours (JST): Monday – Friday 9:00 – 17:00

Saturday 9:00 – 12:30

▶The personal information submitted for admission or enrollment procedures will be used only for admission purposes such as the screening, admission decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. So your personal information may be provided to the agency. In addition, anonymous statistical information will be only used for surveys for admission procedure and educational improvement at Meiji University.

▶Due to the necessity of student registration and statistical processing after admission, Meiji University will minimize the acquisition of gender information to the extent necessary and handle it carefully within a limited scope.

▶If applicants have a physical or mental disability and wish to receive reasonable accommodations for taking the examination or studying at Meiji University after enrollment, please notify the Graduate School Office by **Friday, November 8, 2024.**

▶If successful applicants who had applied before completing their degrees failed to fulfill their degrees afterward, their enrollment will not be permitted.

Human Resource Development and Other Educational and Research Objectives

[Graduate School of Global Governance]

Global challenges---such as poverty reduction, sustainable development, human rights protection, and democratic governance---require highly sophisticated professionals with high-level of academic knowledge. The doctoral course at the Graduate School of Global Governance was established for accommodating such growing demands. They must be able to conduct in-depth analysis and find the right solutions to global issues. The school nurtures students' knowledge and ability for succeeding as professional scholars in the academic sector, high-ranking policy-makers in the government sector, and experts at international and non-governmental organizations.

[Global Governance Program]

The school offers "Public Policy", "International Development Policy", and "Community Management" programs. By completing the doctoral program, the students will have sufficient skills for conducting research on global environmental issues, poverty reduction, human rights, democratic states, community revitalization and crisis management.

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.

We conduct a general entrance examination to screen applicants based on Admission Policy.

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.

Curriculum Policy

The doctoral program at the Graduate School of Global Governance contributes to the development of academic disciplines on global issues. The school stresses the “governance” perspectives, such as the question about the role of government, business, and civil society in solving public problems. Toward the goal, we provide the following three programs:

1. Public Policy Program: The program is designed to cover the area of public policy by identifying issues in formulating, implementing and evaluating policies.
2. International Development Policy Program: Drawing on the studies on international development and environment, the program is designed for nurturing a better understanding of global issues such as sustainable development and poverty from a variety of perspectives on social systems.
3. Community Management Program: The program examines global issues with a close look at actual local problems and provides courses on processes for policy-making, implementation, and evaluation for resolving them.

In each program, students can develop the knowledge and skills necessary for becoming an internationally competent professional or scholar through academic trainings and international research projects guided by internationally experienced acclaimed supervisors.

Diploma Policy

At the Graduate School of Global Governance, Meiji University, those who succeed in fulfilling the requirements stipulated by the school and demonstrating the following characteristics and abilities in coursework and their dissertation will be awarded a Doctoral Degree (Ph.D. in Global Governance):

1. Ability of pursuing innovative and creative research and education independently at a university or research institute as a scholar or an educator.
2. Ability of performing highly-professional activities at government agencies, international organizations, and NGOs.
3. Ability of conducting research on strategies for public policy challenges--such as resolving global environmental issues, narrowing the gap between rich and poor, securing human rights, and promoting democracy—with a perspective on global public policy.

1. Enrollment Capacity

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

2. Eligibility Criteria

Applicants must meet all three criteria; (A), (B), and (C).

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

- (i) Hold a master's degree, professional master's degree; or are scheduled to receive such a degree by March 31, 2025. *¹
- (ii) Hold a degree equivalent to a master's degree or a professional master's degree in a foreign country; or are scheduled to receive such a degree by March 31, 2025.
- (iii) Hold a degree equivalent to a master's degree or a professional degree by taking, in Japan, a correspondence course provided by a foreign school; or scheduled to receive such a degree by March 31, 2025.
- (iv) Completed a course of a foreign school designated as equivalent to a foreign graduate school in Japan (a foreign university branch in Japan designated by the Minister of Education, Culture, Sports, Science and Technology (equivalent to a graduate school)) and hold a degree equivalent to a master's degree or a professional degree; or scheduled to receive such a degree by March 31, 2025.
- (v) 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, 2025.
- (vi) Confirmed that they have equivalent or greater academic abilities, required to be granted a master's degree by taking a course of study at a school in a foreign country, an educational institution which is applicable to (iv), or United Nations University, and passing an examination equivalent to the Qualifying Examination (examination for basic research ability in Doctoral Degree).
- (vii) Recognized by the Minister of Education, Culture, Sports, Science and Technology, Japan. *²
- (viii) Recognized by the Graduate School of Global Governance's screening procedure as having the academic ability equivalent to (i), and also will reach at least the age of 24 by March 31, 2025. *³

*¹ *The degrees mentioned in (i) above must be awarded by Japanese Universities.*

*² *A person who graduated from a university, etc., and has engaged in research at a university or a research institute, etc. for not less than two years and who is approved by a graduate school as having the academic ability equivalent to a person with a master's degree.*

*³ *Please send the "Application Form 1" to the Graduate School Office at least one month before the deadline for the application period by email, if you have any questions or concerns about your eligibility.*

(B) International applicants must be those who are able to gain or extend a Visa status of "Student" or equivalent for a purpose of pursuing studies under the Immigration Control and Refugee Recognition Act.

(C) Applicants whose first language is not English must submit an official score report from one of the following English proficiency tests. The test score should be taken not more than two years before the application deadline (**Friday, November 8, 2024**).

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

Notes:

- ✓ *The following tests are NOT acceptable: TOEFL iBT® Home Edition, TOEFL iBT® Paper Edition, TOEFL ITP®, TOEFL Paper-delivered Test, and IELTS (General Training Module), IELTS Indicator, IELTS Online, IELTS (One Skill Retake).*
- ✓ *Regarding TOEFL iBT®, only Test Date Scores are acceptable. MyBest™ Scores are NOT acceptable.*

3. Admission Schedule and Procedure

(1) Application Deadline: **Friday, November 8, 2024 (Japan Standard Time)**

The application documents should be sent by postal mail ONLY.

The application documents need to reach the following address by EMS, DHL, or other trackable courier services before the deadline.

If applications are sent out within Japan, they should be postmarked at a post office by the application deadline.

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

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

Tel : +81-3-3296-4527

E-mail: gsgg@meiji.ac.jp

(2) First screening

The complete set of application documents will be screened. Results will be sent to all the applicants by E-mail and trackable courier services on **Thursday, January 9, 2025.**

(3) Second screening

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

[Applicants from overseas]

Interviews will be held online from **Tuesday, January 14, 2025** to **Monday, January 20, 2025.**

The detailed schedule will be notified to each applicant directly.

[Applicants residing in Japan]

Interviews will be held at the Surugadai campus on **Saturday, February 8, 2025.**

(4) Announcement of the admission decision: **Wednesday, February 12, 2025.**

The announcement will be made through the website of the Graduate School of Global Governance at 10 a.m. (JST). The notification of acceptance will be sent to each successful applicant by E-mail and trackable courier services. We do not accept any inquiries regarding 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.

- The enrollment procedure needs to be completed by Monday, March 10, 2025.

<Other Points>

- If applicants have a physical or mental disability and wish to receive reasonable accommodations for taking the examination or studying at Meiji University after enrollment, please notify the Graduate School Office by **Friday, November 8, 2024.**

-For the second screening, applicants are requested to submit a briefing paper on research proposal. Details will be informed after passing the first screening.

- We may contact you regarding your application if necessary. Please check your email regularly until admission results are announced. Furthermore, please add our email address (gsgg@meiji.ac.jp) to the list of safe senders to ensure that you receive important messages.

4. Application Documents

< Preparing the application documents >

- **The name on the application documents must be written the same as shown in the applicant's passport verbatim.**
- All documentation needs to be typed or written in English.
- Nothing is to be written in blank spaces containing an asterisk (※).
- Black or blue ink (a ballpoint pen is preferred) is to be used for handwritten information. Please do not use any erasable writing materials such as erasable pens.
- The documents need to be written in print by the applicant on his/her own.

< Important notes >

- Make sure all required documentation is completed before mailing.
- Applicants from overseas need to submit their application documents by EMS, DHL, or other trackable courier services.
- Applicants residing in Japan need to send their application documents by simplified registered mail and express delivery [Kan-i Kakitome 簡易書留 and Sokutatsu 速達].
- Inadequate or incomplete application documents may not be accepted. After submission, the content of documents cannot be changed.
- Make sure to follow the deadline (**Friday, November 8, 2024**). Late submission may **NOT** be accepted.
- Submission of false documentation will render the application disqualified.
- Application documents from applicants who do not meet the Eligibility Criteria will not be accepted.
- **Once the application documents are submitted and payment is completed, documentation and screening fees will not be returned under any circumstances.**
- If you would like to confirm the research theme of the supervisor to avoid a mismatch of research interests between you and the supervisor, please contact the Graduate School Office at least two weeks before the deadline for submitting your application documents. For the information on the supervisor's research themes and academic performance, please refer to the online faculty database of the University at the following URL.

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

★ List of Application Documents

Please refer to the list on the next page, and mail all required documents to the Graduate School Office of Global Governance. For details of each application document, read the information on pages 8-14.

Notes:

- ✓ *Regarding the following documents, applicants need to request the respective institution/person to send them to Meiji University Graduate School Office.*
 - Item No. 13: Proof of English Language Proficiency*
 - Item No. 14: Two Letters of Recommendation*
- ✓ *No. 13 and No. 15-19 are only required for 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 international students]	Download	Please attach an ID photo.
3	Application Form 1 [for Japanese students]	Download	Please attach an ID photo.
4	Appendix to Application Form 1	Download	
5	Application Form 2 (Form B-D)	Download	
6	ID photo	Prepared by applicant	Need to submit another ID photo besides the one attached to Application Form 1.
7	Research Proposal	Prepared by applicant	
8	Official Certificates of (Expected) Graduation and Degree	Prepared by applicant	CHSI applicants should ask the institution to send them directly to the Graduate School of Meiji University
9	Official Academic Transcripts	Prepared by applicant	CHSI applicants should ask the institution to send them directly to the Graduate School of Meiji University
10	Copy of Master's Thesis	Prepared by applicant	
11	Summary of Master's Thesis (three copies)	Prepared by applicant	
12	Copy of Peer-Reviewed Publication in Academic Journals [NOT mandatory]	Prepared by applicant	Not mandatory but recommended
13	Proof of English Language Proficiency [for applicants whose first language is not English]	Prepared by applicant	Only TOEFL iBT® or IELTS is accepted. Should be sent directly to the Graduate School of Meiji University.
14	Two Letters of Recommendation (SEALED)	Prepared by applicant	Must be sealed. Should be sent directly to the Graduate School of Meiji University.
15	Copy of Passport [for international students]	Prepared by applicant	
16	Copy of Residence Card (both front and back) [for international students residing in Japan]	Prepared by applicant	Only for international applicants residing in Japan.
17	Statement of Financial Resources [for international students]	Download	
18	Copy of Application for Remittance [for those who remit screening fee from overseas]	Prepared by applicant	Required in case of remittance from a financial institution outside Japan.
19	Certificate of Dispatched Applicants [for applicants from official institutions]	Prepared by applicant	
Download		Download the designated documents from the website, and fill out the necessary information.	
Prepared by applicant		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

- Use the checklist to ensure all required documents are prepared for submission. Include the checklist on the first page of the application.

(2) Application Form 1 [for international students]

- The form needs to be typewritten, not handwritten.
- Attach your ID photo to the form.
- **Emergency Contact** Fill in the name, relationship, and telephone number of an emergency contact person in the application.
- **Name of the Requested Supervisor** Include the full name of the requested supervisor whom you would like to ask to supervise you.
- **Visa Status** If you reside in Japan, fill in your visa status and check the date of issue and the date of expiry.
- **Research Topic** Submit information regarding the research topic of your choice.
- **Educational Background** Include all details of your educational background, from primary school to the latest institution you attended. 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 Master's Thesis** Fill in the title of Master Thesis or an equivalent paper.
- **Work History** If you have been employed, include the details of your four most recent jobs in chronological order. (Work experience includes any full-time job and military service, but not part-time jobs.)

(3) Application Form 1 [for Japanese students]

- The form needs to be typewritten, not handwritten.
- Attach your ID photo to the form.
- **Emergency Contact** Fill in the name, relationship, and telephone number of an emergency contact person in the application.
- **Name of the Requested Supervisor** Include the full name of the requested supervisor whom you would like to ask to supervise you.
- **Research Topic** Submit information regarding the research topic of your choice.
- **Title of Master's Thesis** Fill in the title of Master Thesis or an equivalent paper.
- **Work History** If you have been employed, include the details of your four most recent jobs in chronological order. (Work experience includes any full-time job and military service, but not part-time jobs.)

(4) Appendix to Application Form 1

Follow the instructions below to fill in the required information.

Former Student ID Number	If you are a former student at Meiji University, write your previous Meiji student ID number.
Nationality	Fill in the country/region code of your nationality from the list on the form.
Universities Attended	Fill in the names of both undergraduate and graduate schools from which you graduated or expect to graduate. *Fill in the most recent if you graduated from more than one university.
Current Status	Select the appropriate number as of applying 1 Graduated 2 Expect to graduate

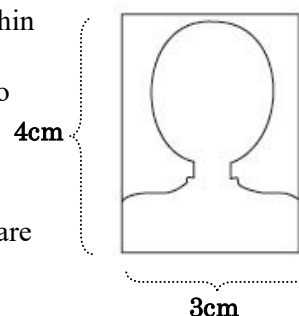
University	Select the appropriate number. 0 Universities other than Meiji University 1 Meiji University																																																												
University Type	Select the appropriate number of the university type you have graduated. 1 National universities in Japan 2 Public universities in Japan 3 Private universities in Japan 4 Foreign universities 5 Others																																																												
Entrance Type 1	No need to fill in.																																																												
Entrance Type 2	Select the number that is applicable to you. 1 Those who is independently sponsored or supported by other than 2 2 Those who receive Japanese Government (MEXT) Scholarship																																																												
Classification	Select the number which best describes your status. 1 Expect to graduate from current school 2 – (Not applicable for doctoral students) 3 Plan to take leave of absence from work 4 Dispatched from company 5 Expect to leave company if enrolled 6 Attend graduate school while continuing to work (including homemakers and retirees) 7 Others (unemployed, etc.)																																																												
Tuition Fee Code	Select from the number below. 01 Graduated from undergraduate and graduate schools other than Meiji 71 Graduate of Meiji University Graduate Schools 72 Graduate of Meiji University (undergraduate) and have attended graduate school other than Meiji																																																												
Current Work	Select the most appropriate number of Occupation Type and Industry Type in the table below (if you have been employed). <table border="1"> <thead> <tr> <th colspan="2"><Occupation Type></th> <th colspan="2"><Industry Type></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Sales</td> <td>01</td> <td>Manufacturing</td> </tr> <tr> <td>02</td> <td>Accounting</td> <td>02</td> <td>Publishing, Broadcasting, Advertisement, Printing</td> </tr> <tr> <td>03</td> <td>Survey Planning</td> <td>03</td> <td>Electricity, Gas, Water</td> </tr> <tr> <td>04</td> <td>Human Resources</td> <td>04</td> <td>Transportation, Telecommunications</td> </tr> <tr> <td>05</td> <td>Research and Development</td> <td>05</td> <td>Wholesale</td> </tr> <tr> <td>06</td> <td>Design</td> <td>06</td> <td>Retail</td> </tr> <tr> <td>07</td> <td>Industrial Technology</td> <td>07</td> <td>Finance</td> </tr> <tr> <td>08</td> <td>Manufacturing Management</td> <td>08</td> <td>Education</td> </tr> <tr> <td>09</td> <td>Operations</td> <td>09</td> <td>Service</td> </tr> <tr> <td>10</td> <td>Product Planning</td> <td>10</td> <td>Medical</td> </tr> <tr> <td>11</td> <td>Administration</td> <td>11</td> <td>Non-Profit Organization</td> </tr> <tr> <td>12</td> <td>System Engineer</td> <td>12</td> <td>Public Service</td> </tr> <tr> <td>13</td> <td>Education (teaching)</td> <td>20</td> <td>Others</td> </tr> <tr> <td>20</td> <td>Others</td> <td></td> <td></td> </tr> </tbody> </table>	<Occupation Type>		<Industry Type>		01	Sales	01	Manufacturing	02	Accounting	02	Publishing, Broadcasting, Advertisement, Printing	03	Survey Planning	03	Electricity, Gas, Water	04	Human Resources	04	Transportation, Telecommunications	05	Research and Development	05	Wholesale	06	Design	06	Retail	07	Industrial Technology	07	Finance	08	Manufacturing Management	08	Education	09	Operations	09	Service	10	Product Planning	10	Medical	11	Administration	11	Non-Profit Organization	12	System Engineer	12	Public Service	13	Education (teaching)	20	Others	20	Others		
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(5) Application Form 2 (Form B-D)

- Please refer to < 5. Screening Fee and Payment Procedure> on page 15 for further details.

(6) ID Photo

- Your name and the name of the school that you are applying to (i.e., Graduate School of Global Governance) need to be written clearly on the back.
- The ID photo needs to be a colored photo, 4cm by 3cm in size and taken within the last three months.
- The ID photo needs to 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.
- Instant photos, snapshots or photos printed from a personal color printer are NOT acceptable.
- You need to prepare two photos, one is for the attachment to Application Form 1 and the other is for your student identification card after admission.



*For those who need religious or medical considerations for ID photos, please contact the Graduate School Office in advance.

(7) Research Proposal

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

(8) Official Certificates of (Expected) Graduation and Degree

(9) Official Academic Transcripts

- You need to submit certificates of (expected) graduation and bachelor’s and master’s degree with academic transcripts from all universities you attended.
- Original documents (issued and verified by your school of the past and the present) need to be submitted. If you are unable to submit the originals, certified true copies by the (expected) graduated university, an embassy, or other governmental organizations will be accepted. Copies of certificates that have not been notarized will not be accepted. Please refer to the “Flowchart for (8) and (9)” on the next page
- Certificates and Academic transcripts need to be written in either English or Japanese. If the documents are written in other languages, a Japanese or English translation, notarized by an embassy or other governmental organizations, needs to be attached. Please refer to the “Flowchart for (8) and (9)” 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 modify and submit the modified certificates.
- Certificates and Academic transcripts need to contain the following information: year and month of admission and graduation, applicant’s name, birth date/year, subjects completed, and grades.
- If you are expected to graduate from your university at the time of application, you must submit all of the above certificates immediately upon graduation.
- If you do not have a degree as of graduation, please confirm page 3 and contact the Graduate School Office as soon as possible.

Note: Please make arrangements for the notarization of documents in advance as the process may take a long time.

<Flowchart for (8) and (9)>

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
	Other than English or Japanese	Translate the documents into English or Japanese and ask an embassy or other governmental organizations to notarize the translations. Ask them to certify that this translation is consistent with the original.	The original certificates and transcripts written in a language other than English or Japanese, AND The original documents of the English or Japanese translation with notarization.
NO	English or Japanese	Request (expected) graduated university, an embassy, or other governmental organizations to issue a certified true copy of your certificates and transcripts.	A certified true copy of certificates in English or Japanese.
	Other than English or Japanese	Request (expected) graduated university, an embassy, or other governmental organizations to make a certified true copy of your certificates and transcripts. AND Translate the documents into English or Japanese and ask an embassy or other governmental organizations to notarize the translations.	The certified true copy of certificates and transcripts written in a language other than English or Japanese, AND The original documents of the English or Japanese translation with notarization.

In case you graduated or expect to graduate from a university in China*, the flowchart above does not apply. Please refer to the [NOTE] below.

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

【NOTE】 For those who graduated or expected to graduate from a university in China

- I Those who are expected to graduate from his/her university at the time of application
Submit the following **original certificates in English or Japanese issued by your university.**
- Official Certificate of Expected Graduation and Degree
 - Official Academic Transcripts issued within 3 months from the application deadline
- ★ Make sure to submit documents mentioned on page 12 “II Those who have graduated from your university” immediately once you graduate.

II Those who graduated from your university

Submit each original certificate issued by the appropriate institutions below.

Please request the institutions to issue each certificate in English or Japanese and to send them directly to the Graduate School of Meiji University. Make sure to start the necessary arrangements soon to meet the deadline because it may take a long time to complete the process.

(8) Official Certificates of Graduation and Degree

Applicants need to submit the following ① and ②.

- ① An original certificate of graduation and degree written either in English or Japanese issued by the university from which you graduated
- ② Online Verification Report of Higher Education Degree Certificate(中国高等教育学位在线验证报告) in English or Chinese issued by the China Higher-education Information and Student Information (CHSI, 中国高等教育学生信息网)

Request the CHSI to send the report to the following email address.

CHSI: <https://www.chsi.com.cn/en/pvr/>

■ Email address: in_ninsyo@meiji.ac.jp

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

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

(9) Official Academic Transcripts

Submit the original transcript of academic records in English issued by the China Higher-education Information and Student Information (CHSI) or CHSI Agency in Japan.

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

CHSI: <https://www.chsi.com.cn/en/pvr/> 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 the original “Verification Report of China Higher Education Student’s Academic Transcript” directly to the Graduate School of Meiji University by post. We **ONLY** accept either an e-mail/postal mail sent directly by the institutions and the email/postal mail that is forwarded to the University by the applicants is invalid.

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

(10) Copy of Master’s Thesis

- Submit a copy of your master’s thesis. Those who have not written a master’s thesis need to submit a copy of a 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.
- Those who completed (or expect to complete) their Master’s program without submitting a master’s thesis or an equivalent paper need to submit a copy of a published paper that meets all of the requirements below.
 - Approximately 20,000 letters in Japanese or 10,000 words in English
 - Date and place of publication are clearly written.
- Those who submit the latest draft and pass the first screening need to submit the final version of the master’s thesis before the second screening. The details are informed with the result of the first screening.

(11) Summary of Master’s Thesis (three copies)

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

(12) Copy of Peer-Reviewed Publication in Academic Journals [Not mandatory]

- It’s not mandatory but recommendable to submit a copy of peer-reviewed scholarly articles (co-) authored by the applicant and published in academic journals. The applicant’s publication record will be appreciated in our screening process.
Articles, not-published but already accepted for publication, count. In such a case, make sure to attach a copy of the acceptance letter to the article.

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

Please submit one of the following official score reports.

Applicants need to arrange for an institution to send the official score report directly to Meiji University Graduate School by Application Deadline.

Scores need to have been obtained after **November 8, 2022.**

<p>TOEFL iBT® (79 or above)</p>	<p>Please complete the following both (a) and (b). (a) Request the Educational Testing Service (ETS) to send an Official (Institutional) Score Report directly to the Graduate School of Meiji University. The institution code for Meiji University Graduate School: <u>5132</u> The department code for the Graduate School of Global Governance: <u>89</u> (b) Put down the Test Date, Application Date, and “Appointment number (Registration number)*” on the “Checklist for Application Documents” *How to check the “Appointment number (Registration number) ”: <If you request Official (Institutional) Score Report <u>after the test date</u>> Access the web page of ETS, go to “My TOEFL Home” and check “Test Taker Report”. <If you request Official (Institutional) Score Report <u>before the test date</u>> Access the web page of ETS, go to “My TOEFL Home” and check “View My Orders”. *Official Score (Institutional) Report is NOT "Examinee Score Report (Test Taker Score Report)" which will be delivered to the examinee. *Only TOEFL iBT® score is acceptable. TOEFL iBT® Home Edition, TOEFL iBT® Paper Edition, ITP® and TOEFL Paper-delivered Test are NOT acceptable. *MyBest™ Scores are NOT acceptable. Notes: ✓ "Official (Institutional) Score Report" might take a long time to be sent. Please go through the procedure not later than 6 weeks before the deadline. ✓ Please refer to the web page of ETS for score billing. (ETS web page : https://www.toefl-ibt.jp/)</p>
<p>IELTS (Academic Module) (6.0 or above)</p>	<p>Make sure to ask a local test center to send the official score report to the address on page 5. <u>The test type must be Academic Module. General Training Module is NOT acceptable.</u> IELTS Indicator, IELTS Online, and One Skill Retake are NOT acceptable. <u>Please submit the original of your “Test Report Form”.</u></p>

- Score report without an ID photo is not acceptable.
- **Your name, date of birth (etc.) need to be the same as the one written on your passport.** If it's different, contact to test institution for correction.
- Make sure to submit the score by **Friday, November 8, 2024.** Late submission may **NOT** be accepted.
- **The score sheet cannot be returned once submitted.**

(14) Two Letters of Recommendation (SEALED)

- **Recommenders need to sign the letters. Digital signatures will not be accepted.**
- **The letters must be sealed.**
- The letters need to be written in English.
- The letters need to be issued after **November 8, 2023.**
- At least one letter must be written by a faculty member at the university/graduate school from which you are currently attending or have recently graduated. It is preferable that both letters be from a faculty member at the university, but either letter written by a supervisor at your workplace is acceptable.
- The letters need to include the recommender's name, title, institution, address, contact information (phone and e-mail), relationship with an applicant, and date created.
- For your recommender's contact information, it is preferable to indicate a personal email address and phone number provided by the recommender's institution, if he/she has.
- **Recommenders need to send the letters directly to the address on page 5.**

(15) Copy of Passport [for international students]

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

(16) Copy of Residence Card (both front and back) [for international students residing in Japan]

- Submit copies of both the front and the back of the card.

(17) Statement of Financial Resources [for international students]

- Write the total amount to make it more than JPY 1.8 million.

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

- This application is only required in case you remit the screening fee from a bank outside of Japan.

(19) Certificate of Dispatched Applicants [for applicants from official institutions]

- If applicants are sent by official institutions, submit a document certifying it.

5. Screening Fee and Payment Procedure

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

(2) **Payment deadline: Friday, November 8, 2024 (Japan Standard Time).**

- * 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 cannot 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, or Union Pay (銀聯) is acceptable. Commission fees will be charged. See the “Payment guideline (Credit Card/China Pay Service)” and the website at <https://e-shiharai.net/ecard/> for more details. 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	JPY
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 (4) If the remitter is not an applicant himself/herself, indicate the relationship
(2) Birthdate and year (5) Date of remittance
(3) Name of Remitter (6) Contact phone number

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)” (*Japanese only.) and the website at <https://e-shiharai.net/> (*Japanese only.) 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.

6. Announcement of Admission Decision

The announcement of the admission decision will be made on Wednesday, February 12, 2025.

The announcement will be made through the website of the Graduate School of Global Governance (<https://www.meiji.ac.jp/cip/english/graduate/gsgg/index.html>). The notification of acceptance will be sent to each successful applicant by E-mail and trackable courier services. The address on the application will be used to send documents.

We do not accept any inquiries regarding the results.

7. Enrollment Procedure

(1) Sending enrollment documents

The notification of acceptance and enrollment documents will be sent to each successful applicant soon after the announcement of the admission decision. The mailing address on the application documents will be used. If your mailing address changes after you apply, contact the Graduate School Office immediately.

All enrollment procedures must be completed during the period designated by the university.

If you have been accepted but have not received enrollment documents, contact the Graduate School Office immediately. We never accept procedures after the enrollment period due to non-delivery or late delivery of enrollment documents.

(2) Enrollment procedure

For further details regarding the enrollment procedure, please follow “the Enrollment Registration Guidelines” which is included with the notification of acceptance.

Payment of admission fee, tuition fee, and any other relevant fees need to be completed by **Monday, March 10, 2025.**

(3) Documents for enrollment procedures

The deadline for the enrollment procedure is shortly after the notification date and some required documents need to take several weeks to issue.

Prepare the following documents in order to submit them within the enrollment procedure period.

- (i) Academic Fees and Miscellaneous Fees (refer to page 20)
- (ii) Certificate of Graduation/Degree from all universities attended

*for Only those who submitted a certificate of expected graduation and degree or academic

transcripts as part of your application documentation.

(iii) Residence Certificate

(iv) Guarantor's Residence Certificate *for international students

The residence certificate should meet the following conditions.

- To be issued within three months of the enrollment procedure.
- To include the status and the expiration date of residence.

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 enrollment procedure.

(4) Notes

- Submitted documents will not be returned under any circumstances.
- Acceptance to the university may be revoked if any falsified information is found in the submitted documents.
- All international students are required to attend the orientation from the International Student Office scheduled for **April 2025**. Details will be sent together with the notification of acceptance and enrollment documents.

8. Additional Information

< Guarantor >

- Successful applicants are required to nominate a guarantor for their enrollment at Meiji University.
- Please note that the following is the order of priority for guarantors*:
 - (i) Parents residing in Japan
 - (ii) Relatives residing in Japan who are financially independent
 - (iii) Acquaintance residing in Japan who are financially independent and are able to guide and support the applicant.
- *An individual residing in Japan with a “Student” visa (留学/就学) is not eligible to become a guarantor.
- Guarantors are required to submit “Written Agreement and Notification of Guarantor Consent for the Use of Personal Information”, and Residence Certificate during the enrollment process in March.

< Obtaining a “Student” Visa >

For applicants with residence status in Japan

Applicants staying on a “Student” visa

If you are already a holder of a “Student” visa, you may apply for an extension of your residence status three months before the expiration date of your current visa. If you stay beyond your period of stay, even for one day, you will be deported or imposed criminal penalties.

Applicants staying on a visa other than a “Student” visa

If you are staying in Japan on a visa other than a “Student” visa, please apply for a change of residence status.

The Graduate School Office will issue a “Letter of Acceptance (入学許可証 Nyugakukyokasho)” during the enrollment procedure, so please use this document to apply for the visa. Please note that those

who are in Japan on a “Short-stay” visa may be required to leave temporarily, as the change of residence status cannot be made within Japan. Also, those who are enrolled in a Japanese language facility or specialized training college prior to enrolling in the Graduate School of Meiji University are required to submit an attendance certificate issued by each institution to the Immigration Services Agency when applying for an extension.

Please note that Meiji University are not responsible for managing your residence status if you continue to stay on a visa other than a “Student” visa.

For applicants without residence status in Japan

In order to reside in Japan as a Meiji University student, you must apply for a “Student” visa at a Japanese embassy or consulate in your country. A Certificate of Eligibility (COE), issued by the Tokyo Regional Immigration Services Bureau, is required to facilitate the processing of your visa application. Application documents for a COE will be sent with enrollment documents.

If you have relatives/financial sponsors or receive a scholarship in Japan, please request a proxy application for a COE from the Tokyo Regional Immigration Services Bureau.

If you are considering to request Meiji University to submit a proxy application for a COE, submit all necessary application documents as soon as you get notification of acceptance. In both the above cases, Meiji University is not responsible for the result of the visa application.

[Note 1] Screenings of visa applications are conducted by the Ministry of Justice. In case the visa issuance is delayed or the application is denied and you are unable to attend the courses at Meiji University, the University assumes no responsibility.

[Note 2] Most scholarships for international students require a “Student” visa as application criteria.

[Note 3] The issuance of the COE is judged by the Tokyo Regional Immigration Services Bureau of the Ministry of Justice and it may take a long time. There is a possibility that you may not be able to obtain a visa before the semester starts.

< Other Points >

If applicants have a physical or mental disability and wish to receive reasonable accommodations for taking the examination or studying at Meiji University after enrollment, please notify the Graduate School Office by **Friday, November 8, 2024.**

9. Academic Fees and Miscellaneous Fees

<< Academic Fees and Miscellaneous Fees for 2025 >>

(Units : JPY)

Subject		Academic Year	2025 (Annual)
Academic Fees	Admission Fee		200,000
	Tuition Fee		520,000
Misc. Fees	Student Health Insurance		3,000
Total (Annual Sum)			723,000

Spring Semester (1 st Year Enrollment Charges)	463,000
Fall Semester	260,000

<< Reduction and Exemption of Admission Fee >>

- ◎ Admission Fee will be required only at the time of enrollment (not be required after 2nd year)
- ◎ Those who have completed a Master's Degree Course of Meiji University's Graduate School (including Professional Graduate School) shall be exempted from payment of admission fee.
- ◎ For graduates of Meiji University's Undergraduate School who have completed a Master's Degree Course at another graduate school, the admission fee will be reduced by 50%.

【Note】

- (1) Tuition 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 2025	Admission Fee, 50% of the annual Tuition Fee plus Misc. Fees	Period of admission procedure
Fall Semester 2025	50% of the annual Tuition Fee	October 20
Spring Semester in subsequent years	50% of the annual Tuition Fee plus Misc. Fees	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, if you cancel your enrollment by completing the necessary procedure by the designated deadline, all fees excluding the Admission Fee will be refunded.
- (4) Consumption tax is not levied on academic fees.

(5) **Academic Fees may be revised during the study period.**

<<Academic Fees and Miscellaneous Fees for Subsequent Years>>

(Units : JPY)

Subject \ Academic Year	2026・2027 (Annual)
Admission Fee	—
Tuition Fee	520,000
Student Health Insurance	3,000
Total (Annual Sum)	523,000

10. Scholarships

<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 8, 2024.**)

This program is a financial assistance program to provide an opportunity to study at Meiji University for young, competent students with financial difficulties. 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 2025 Admission Program.

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

To apply for the scholarship, all applicants must:

- (1) Have a citizenship of the target country/region specified on Appended 1 in Application Guidelines. Applicants with dual nationality are eligible only if ALL nationalities are from the target countries/regions.
- (2) Reside in the target countries/regions at the time of the application (except students who are enrolled in Meiji University as a MEXT scholar).
- (3) Obtain 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】

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

- (4) Be admitted to Meiji University through admission exams designed for international students.
- (5) Plan to have resident status of “Student”.
- (6) 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 following fees of the School / Graduate School the applicant is enrolled; Tuition Fee, Guidance with Major, Educational Development Fee, Experimental Lab Fee / Lab Fee *Parents Association Fee (only undergraduate students), Annual Alumni Society Fee (only undergraduate students), Student Health Insurance Fee and Law Society Fee (only School of Law students) are ineligible for this scholarship.
- (4) Monthly stipend (JPY100,000)

- (5) Transportation to Japan upon enrollment; an economy-class airline 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 airline 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/admissions/financial.html>

<Meiji University Graduate School Research Scholarship A (研究奨励奨学金 A)>

Each graduate school selects outstanding recipients among new doctoral students based on its own criteria for selection and provides them an amount equal to half of the annual tuition fee for 3 years which is the standard duration of degree completion. By providing financial supports, this scholarship aims to foster brilliant students who are pursuing careers as researchers and enables them to devote themselves to their research in better environments.