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MEIJI UNIVERSITY GRADUATE SCHOOL

Graduate School of Science and Technology

April 2023 Enrollment

Application Guideline

for

International Program in
Architecture and Urban Design
(I-AUD)

This guideline is applicable only to international students

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Admission Policy

[Master's Degree Program]

The Graduate School of Science and Technology aims to produce first-rate specialized professionals and researchers rich in humanities who understand the laws of nature and principles of mathematics and apply the scientific and technical knowledge derived from this understanding for contribution to the ongoing advancement and happiness of humankind.

We admit ambitious students with a basic education in the fields of natural science and humanities and social science who desire to contribute to the development of science and engineering with the ability to think logically and possess a strong, inquisitive mind.

With the above ideals of desirable students in mind, we administer internal entrance examinations, general entrance examinations, entrance examinations for international students, special entrance examinations for adult students and early admission entrance examinations and make selections of graduate students.

Descriptions and levels of knowledge or other qualities that enrollees require are as follows:

- (1) to have the basic academic skills to learn academic frameworks of the field of the program in which they desire to enroll in; and
- (2) to have acquired the communication skills and linguistic ability necessary for research activities.

[Doctoral Degree Program]

The Graduate School of Science and Technology aims to produce independent researchers and first-rate specialized professionals who understand the laws of nature and principles of mathematics and apply the scientific and technical knowledge derived from this understanding for contribution to the ongoing advancement and happiness of humankind.

In light of this aim, we admit students with strong, inquisitive mind to deepen research activities in the specialized field who are highly motivated to identify problems on their own and proactively resolve them.

With the above ideals of desirable students in mind, we administer internal entrance examinations, general entrance examinations, entrance examinations for international students and special entrance examinations for adult students and make selections of graduate students.

Descriptions and levels of knowledge or other qualities that enrollees require are as follows:

- (1) to have acquired sufficient academic ability to perform research activities in the specialized field through the education and research in the Master's Degree Program and have the ability to think logically; and
- (2) to have the linguistic abilities and communication skills to present results of research activities at international conferences, symposiums or other related venues as well as to have discussions with domestic and foreign researchers.

Human Resource Development and Other Educational and Research Objectives

[Graduate School of Science and Technology]

In the Graduate School of Science and Technology, we conduct educational and research activities to understand the laws of nature and principles of mathematics and apply them to realize continuous advancement and well-being of humankind, that is, aiming at the fusion of science and technology. The curriculum is therefore designed to offer basic courses while referring to their applications, applied courses while paying attention to their theoretical foundations, and interdisciplinary courses while acknowledging their broader implications. It aims to develop researchers and high-level professionals who are active not only in science and technology, but also in interdisciplinary fields among the social and human sciences, who move with the changing times and seek challenges in new fields, and who possess a well-rounded

character and abilities suited to an international career.

[Architecture and Urbanism Program]

The Architecture and Urbanism Program aims to train capable individuals with an international perspective and who can contribute to the sustainable development of the environment, culture, and human society. These individuals will be responsible for the construction and reinvigoration of a spatial environment with architecture and urbanism at its center. The preconditions for achieving this goal of fostering capable individuals are the establishment of a foundation for education and research that supports innovation, integration, and interdisciplinary understanding based on the solid systems of architecture; training for architecture and urbanism design professionals who can utilize their skills in the international environment; and a redefinition of the arts and of cultural education, which are the bases for creating environments. With these preconditions as the bedrock, this program has developed an architecture course, an international program in architecture and urban design, and a course on places, arts, and consciousness.

(International Program in Architecture and Urban Design)

The International Program in Architecture and Urban Design seeks to foster architecture and urban design professionals who can flourish in the international environment and planners and designers who have the practical capabilities to design and reinvigorate architecture and cities in that environment.

The Master's Degree Program trains highly advanced professionals and researchers who have the necessary knowledge, skills, and linguistic abilities to practice urban and architectural design and work in the international environment. The Doctorate Program takes the specialization that the Master's Degree Program has cultivated in students to a higher level and seeks to produce researchers, educators, and businesspeople who can play a leading role in the international community.

For details on I-AUD, please visit: <https://iaud.jp/>

1. Enrollment Capacity

| School and Program | Number of Students to be Admitted ^(*1) |
|--|---|
| Graduate School of Science and Technology Architecture and Urbanism Program | Master's Program: 80 Doctoral Program: 7 |

(*1) Architecture and Urbanism Program consists of three courses, "Course in Architecture", "International Program in Architecture and Urban Design (I-AUD)", and "Course in Places, Arts and Consciousness". Above is the number of students to be admitted to the three courses in total.

2. Examination Categories and Schedules

Examinations are conducted twice every year (Period I and Period II) for both the master's and doctoral program. For the master's program, there are two types of examination (Type A and Type B) and application of either type depends on the application conditions. The screening and interview will be conducted in English for I-AUD program applicants.

【Master's Program】

| Exam Type | Exam Administration | Application Conditions |
|-----------|---|--|
| Type A | 1. Screening of Application Documents 2. Interview※ (conducted on-campus) | <ul style="list-style-type: none"> Those who are a resident in Japan (both Japanese and non-Japanese national) at the time of application Those who have difficulty in obtaining two letters of recommendation from their academic supervisors, etc. at the institution to which they currently belong. |
| Type B | 1. Screening of Application Documents | <ul style="list-style-type: none"> International students (non-Japanese national) who does not reside in Japan at the time of application Those unable to take the examination on-campus Will be able to obtain two letters of recommendation from their academic supervisors etc. at the institution to which they currently belong. |

※Applicants for the master's program can bring their architectural models etc. to the interview if necessary to make supplementary explanations of the portfolio they submitted.

【Doctoral Program】

| Exam Administration | Notes |
|------------------------------------|--|
| 1. Paper-based Exam | <ul style="list-style-type: none"> The paper-based examination will be an English essay. Examination will be conducted during 11:40 a.m.- 12:40 p.m. |
| 2. Interview (conducted on-campus) | <ul style="list-style-type: none"> In English Examination will be conducted in the afternoon. |

【Examination Schedule】

| Exam Type | Application Period | | Exam Date | Result Announcement | Enrollment Registration Deadline |
|---------------------|--------------------|---------------------|--|------------------------------|--------------------------------------|
| Type A・ Doctoral | Period I | Jun. 6 (Mon) 2022– | Jul. 16 (Sat) 2022 | Aug.2 (Tue) 2022 | Mar. 10 (Fri) 2023 (tentative) |
| Type B※ | | Jun. 10 (Fri) 2022 | Application Document Screening Only | 1:00 p.m. | |
| Type A・ Doctoral | Period II | Nov. 1 (Tue) 2022 – | Feb. 22 (Wed) 2023 | Feb.28(Tue) 2023 | |
| Type B※ | | Nov. 4 (Fri) 2022 | Application Document Screening Only | Dec.6(Tue) 2022 1:00 p.m. | |

※Exam type B is applicable only for the entrance examination of the Master's Program.

[NOTES]

- ◆ Application will be valid if the documents are postmarked on or before the deadline (when sending within Japan)
- ◆ Documents sent outside Japan must arrive in the university by the deadline.
- ◆ Both the payment of screening fee and submission of application must be completed by the application deadline. Failure in either procedures will be considered invalid.
- ◆ Administration Office will be closed from Dec. 25 (Sun) 2022 to Jan. 8 (Sun) 2023

3. Eligibility and Requirements

Application Criteria

Applicants must meet the following (a) and (b) criteria, and also meet at least one of the corresponding degree program requirements as stated below (1) ~ (4).

- (a) Hold a non-Japanese nationality and have completed all school education outside Japan in a non-Japanese education system. *Both Type A and Type B
- (b) Residing outside Japan at the time of application. *Type B only

Master's Degree Program

Those who are a non-Japanese national and have completed an entire course of primary and secondary education at a foreign educational institution, and meet any of the following:

- [1] Those who have completed 16 years of school education in a foreign country or are expected to complete such education by March 31, 2023.
- [2] Those who have earned a degree equivalent to a bachelor's degree or are expected to receive such degree by March 31, 2023 by completing a course of which required more than three (3) years for graduation at a foreign university or any other foreign school.
- [3] Those who have graduated from a Japanese university as an international student in Japan or are expected to graduate such by March 31, 2023.
- [4] Those who are recognized by the Graduate School as having academic ability equivalent to or superior to that of a university graduate through individual screening of the eligibility, and will reach

22 years of age by March 31, 2023.

Doctoral Degree Program

Those who are a non-Japanese national and have completed an entire course of primary and secondary education at a foreign educational institution, and meet any of the following:

- [1] Those who graduated from a university and received a bachelor's degree (or a degree equivalent thereto) and have received a degree equivalent to a master's or a professional degree in a foreign country, or those who are expected to receive such by March 31, 2023;
- [2] Those who graduated from a university and received a bachelor's degree (or a degree equivalent thereto) and have received a master's degree or a professional degree as an international student at a Japanese graduate school, or those who are expected to receive the same by March 31, 2023;
- [3] Those who are recognized by the Graduate School as having academic ability equivalent to or superior to those who have a master's or a professional degree through individual screening of the eligibility, and will reach 24 years of age by March 31, 2023.

Verification of Application Qualification

Those who have not yet obtained or does not expect to obtain a bachelor's/master's degree until the application for the entrance examination must apply for the "Verification of Application Qualification" and get pre-screened to verify the application eligibility. Please contact the SST Office and submit necessary documents which can be downloaded from the SST website by the below deadline. Make sure **NOT TO** pay the screening fee until the pre-screening is done and the result is notified.

- ◆ Pre-Screening Application Deadline:
 - Period I Examination: April 18, 2022
 - Period II Examination: September 12, 2022
- ◆ Application Materials for Pre-Screening
 1. "Request for Verification of Application Qualification"
 2. All required application materials for the examination.
 3. Any additional documents required by the graduate school.

Residence/Visa Status

Applicants residing **in** Japan at the time of application must be those who are eligible to hold a residence status of "College Student" or equivalent for a purpose of pursuing studies under the Immigration Control and Refugee Recognition Act.

Applicants residing **outside** Japan at the time of application must be those who are able to gain a visa with a "Certificate of Entrance Examination" issued by the Graduate School of Meiji University to enter Japan by the day of examination. If you wish to apply for this visa, please contact the SST Office in advance for details.

4. Application Procedures

[Type A] Master's & Doctoral Program

How to Apply

- ◆ Submit the application documents **by post** during the application period described on page 5 of this guideline.
- ◆ Application documents must be postmarked by the deadline if they are sent out within Japan.
- ◆ If the application documents are sent from overseas, they must **arrive** at the SST Office by the application deadline.
- ◆ Late submissions cannot be accepted for any reasons.
- ◆ Application materials **CANNOT** be returned or replaced once submitted.

Mailing Address

School of Science and Technology Office, Meiji University

Attn: Graduate School Admission Team

1-1-1 Tama-ku, Higashi-mita, Kawasaki City, Kanagawa JAPAN 214-8571

Screening Fee

Please complete the payment until the application deadline. Screening fee will not be refunded once paid.

Screening Fee: **35,000 JPY**

Payment Methods of Screening Fee

Type A applicants can choose either of the following payment methods. Note that Method 1 and Method 2 are offered only in Japanese.

- ◆ **Method 1: Paying from a Financial Institution in Japan (excluding the Japan Post Bank)**

[1] Fill out the Screening Fee Payment Forms (Forms B,C,D)

[2] Make a payment at the counter of the financial institution via “telegraphic transfer”

-Transfer can be made only in cash. Checks, securities, and payment through ATMs will not be accepted.

- No transfer commission fees will be charged if the payment is made at the main office or a branch office listed in the Screening Fee Payment Form.

- Payment can be made before the application period.

[3] Upon completion of payment, please make sure that the financial institution put a receipt stamp on the designated place on Form B and C. Forms with no receipt stamps will be invalid.

[4] Detach Form B and send it to the SST Office along with the other application materials.

[5] Keep Form C and D at hand.

◆ **Method 2: Paying from a Convenience Store in Japan (Lawson, 7-Eleven, or Family Mart)**

[1] Payment can be made through Lawson, 7-Eleven, and Family Mart.

- Commission fees will be charged when making the payment.
- Payment can be made only during the application period.
- For any inquiries regarding the payment procedure, please check the “E-Payment Service” website (<https://e-shiharai.net/>) (in Japanese only)

[2] Upon completion of payment, receive a receipt certifying your payment (収納証明書) and paste it on the designated place of Form B. No attachment will be considered invalid.

[3] Detach Form B and send it to the SST Office along with the other application materials.

[4] Keep Form C and D at hand.

◆ **Method 3: Paying by Credit Card / Chinese Payment Service**

(VISA, Mastercard, JCB, American Express, Union Pay, or Alipay※)

[1] Refer to the “How to make the Payment for the Examination Fee by Credit Card, Union Pay, and Alipay※” on the following page.

- Commission fees will be charged when making the payment.
- Payment can be made only during the application period.
- For any inquiries regarding the payment procedure, please check the “E-Payment Service” website (<https://e-shiharai.net/ecard/>)

※Alipay payments cannot be selected after December 1, 2022.

[2] Upon completion of payment, access the “Confirmation of Completed Payment” (申込内容照会) at the E-Payment Service website and print out a receipt that certifies your payment (収納証明書). Paste the receipt on the designated place of Form B. No attachment will be considered invalid.

[3] Detach Form B and send it to the SST Office along with the other application materials.

[4] Keep Form C, D, and “Confirmation of Completed Payment” at hand.

Meiji University Graduate Schools

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

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

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



※ Alipay payments cannot be selected after December 1, 2022

Web Application - Online Transaction

Access

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



You can access from our website too!

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

Paying by Credit Card

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

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

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

Paying by Union Pay, or Alipay

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

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

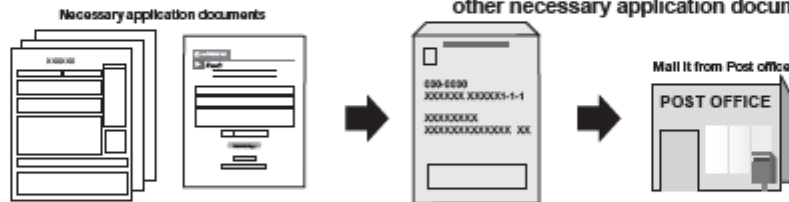
Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Input enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

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



[NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.

- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

◆ **Method 4: Paying by Overseas Remittance from Outside Japan**

[1] Check the notes below before taking the remittance procedure

- 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 of such fees.
- Make sure the total amount of fees at your local bank. Screening fee will not be refund once it is paid.
- Screening fee must reach the University's bank account by the application deadline. It may take one week or more for remittance. Applicants are strongly advised to make the remittance well in advance.
- Payment can be accepted before the application period.
- If there is any shortage of fees that reached the University's bank account, your application will be regarded as "withdrawal" and no fees will be refunded.
- Applicants will be responsible for any troubles/problems/accidents occurred through the remittance which may cause failure of payment. No fees will be refunded in such cases.

In addition to the screening fee (35,000 JPY), applicants are required to pay the following:

1. Handling charges at your local bank
2. Handling charges for remittance service at Meiji University's bank
3. Any additional fees (if required)

[2] Make the remittance referring the below information

| | |
|------------------------------|---|
| Type of Remittance (送金種類) | Telegraphic Transfer (電信送金) |
| Currency (通貨) | Japanese Yen (日本円) |
| Method of Payment (支払方法) | Advise and pay (通知払) |
| Yen exchange charge (円為替手数料) | Remitter's Account (依頼人負担) |
| Remittance charge (被仕向送金手数料) | Remitter's Account (依頼人負担) |
| Purpose of payment (送金目的) | Screening Fee (入学検定料) |
| Paying Bank/銀行名 | SUMITOMO MITSUI BANKING CORPORATION 三井住友銀行 |
| Branch /支店名 | KANDA Branch 神田支店 |
| Bank Address /銀行住所 | 3-12 Kanda Ogawamachi, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田小川町3-12 |
| Payee's a/c No. /受取人口座番号 | Ordinary Account 219-147151 店番号 219 普通預金 147151 |
| Payee /受取人 | Meiji University 明治大学 |
| Address /受取人住所 | 1-1 Kanda Surugadai, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田駿河台1-1 |
| Swift Code /スウィフトコード | SMBCJPJT |
| Message to Beneficiary: | "PAY IN FULL" |

*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.

[3] Send an email to the SST Office (sst@mics.meiji.ac.jp) after completing the remittance.

Please include the following information in the email:

Title: "Overseas Remittance for I-AUD Application"

Content:

- | | |
|--|--------------------------|
| (1) Applicant Name | (6) Name of Remitter |
| (2) Gender | (7) Date of remittance |
| (3) Birthdate and year | (8) Contact phone number |
| (4) Intended Program Name | |
| (5) If the remitter is not an applicant himself/herself, indicate the relationship | |

[4] Submit the following documents along with other application documents:

(1) Screening Fee Payment Forms (Forms B)

Fill out the necessary items in the Screening Fee Payment Forms (Forms B) prescribed by the University and submit them as part of the application documents. **Do not use the Screening Fee Payment Forms (Forms B) for the remittance.**

(2) Copy of the "Application for Remittance"

An "Application for Remittance" will be issued by the financial institution upon remittance. Keep the original as evidence of the remittance and send a copy to Meiji University.

[Type B] Master's Program Only

How to Apply

- ◆ Send the scanned data of the application documents via email to the SST Office (sst@mics.meiji.ac.jp). **Please note that these documents will be handled as a supplementary materials, and the original documents will be considered as the official application materials.**
- ◆ Submit the application documents **by post** during the application period described on page 5 of this guideline.
- ◆ Documents **must arrive** in the SST Office by the application deadline. Applications will be considered invalid if the original copy does not arrive until the deadline, even if the digital data are sent successfully during the application period.
- ◆ Late submissions cannot be accepted for any reasons.
- ◆ Application materials **CANNOT** be returned or replaced once submitted.

Mailing Address

School of Science and Technology Office, Meiji University

Attn: Graduate School Admission Team

1-1-1 Tama-ku, Higashi-mita, Kawasaki City, Kanagawa JAPAN 214-8571

Screening Fee

Please complete the payment until the application deadline. Screening fee will not be refunded once paid.

Screening Fee: **15,000 JPY**

Payment of Screening Fee

Please make the payment for the screening fee by or Paying by Credit Card / Chinese Payment Service or overseas remittance. For details on the procedure, refer to “Method 3: Paying by Credit Card / Chinese Payment Service” or “Method 4: Paying by Overseas Remittance from Outside Japan” indicated on pages 8 to 11.

5. Application Documents

If any of the documents or information are missing, have errors, or/and incomplete, the application will be declined and no screening fees will be refunded. Please refer to the following notes when preparing the materials.

[NOTES]

- All forms must be typewritten or neatly handwritten in block letters using black ink.
- Late submissions cannot be accepted for any reason.
- Columns with asterisks (*) should be left blank.
- If you fail to provide true information on application documents, your admission will be declined even if you pass the entrance examination.

*There are prescribed formats for the underlined documents. Forms can be downloaded from the SST website:

https://www.meiji.ac.jp/cip/english/graduate/science/admissions_iaud.html

| |
|---|
| 1. <u>Form A</u> |
| <ul style="list-style-type: none">• See page 15 for details.• Attach 4cm x 3cm color ID photographs less than 3 months old. The photos must be identical and taken with a full frontal view of the face, neck and shoulder top which are clearly visible and against a plain background. Snapshots or photos printed from a personal color printer are NOT accepted.• The same photograph will be printed on the Student ID Card. |
| 2. <u>Form B</u> |
| <ul style="list-style-type: none">• If you used method 1, make sure there is a receipt stamp on designated place.• If you used method 2, please cut out the “<u>収納証明書</u>” of the “<u>入学検定料・選考料取扱明細書</u>” that will be issued after payment at the store, attach it to form B.• If you used method 3, please also send a printed “<u>Results</u>” page.• If you used method 4, please also send a copy of “<u>Application for Remittance</u>”.• Forms C-D do not need to be sent. |
| 3. <u>Application Form for Admission of International Students to Meiji University</u> |
| <ul style="list-style-type: none">• Complete the form referring the sample uploaded on the SST website.• Attach same ID photo as Form A.• Applicants to the doctoral course must consult with their prospective supervisor before applying, receive permission to designate him/her as your supervisor, and fill in the check box. |
| 4. <u>Research Plan</u> |

- Write your research plan after entering Meiji University within one page in A4 sized paper in English.

5. Certificate of (Expected) Graduation

6. Academic Transcript

7. Certificate of Degree (Those who graduated from a foreign university)

- Submit the certificate for all universities you attended.
- Must be the ORIGINAL document issued by the university. No copies can be accepted.
- If no such certificates are issued from the university, submit a copy of the diploma which is certified as true copy from the embassy, notary office etc.
- If the certificate is issued only in digital data, have the issuing university **send it directly to Meiji University** (sst@mics.meiji.ac.jp)
- All documents must include the applicant's name, date of birth, date of entrance and graduation.
- If the applicant's current surname is different from what is written on the certificates and/or transcripts, submit an official document (abstract of family register etc.) to prove that the applicant is identical to the person written on the application documents.
- If you graduated or expect to graduate from universities overseas, submit an official academic transcript and a certificate of degree. You do not need to submit a certificate of graduation. See instructions on "Certificates for Applicants who Graduated from/Completed (or Are Expected to Graduate from/Complete) a Foreign Educational Institution "

8. Official Score Sheet for TOEIC® / TOEFL® / IELTS

- Submit either of the following score sheet/certificate 1 to 3 to prove your English language ability.
- The document must be the ORIGINAL issued by each institution. Copy of score sheets and/or unofficial certificates will be considered invalid.
- The English proficiency tests must be taken within two years prior to the application deadline.
- The score sheet will not be returned once submitted.
 1. TOEIC® L&R Official Score Certificate (TOEIC-IP is not acceptable)
 2. TOEFL® iBT Official Score Report ("My Best Score is not acceptable")

How to submit:

 - Request the ETS (Educational Testing Service) in the U.S. to have your score report sent directly to Meiji University. The institution code which is required for the request is **5132**
 - Write your Appointment Number (Registration Number), registration date, and the examination date on the "Application Documents Checklist."
 3. IELTS Test Report Form
- Those who have completed a bachelor's/master's degree program (doctoral students only) from an institution that are fully taught in English are exempt from submitting the score sheet for the English proficiency test. Instead, submit a certificate issued by the university that shows that you have completed and English program.

9. Recommendation Letter(s) (Those with Non-Japanese nationality and graduated university other than Meiji)

- Those with non-Japanese nationality (excl. Special permanent residents) and have graduated from universities other than Meiji should submit recommendation letter(s) written by your academic supervisor etc. from the university you graduated.
 - Type A applicants: Submit ONE recommendation letter.
 - Type B applicants: Submit TWO letters each written from different recommenders.
- No prescribed format. • Must be either in Japanese or English

10. Portfolio (Master's Program applicants only)

- Submit an A4 or letter-size portfolio.
- No restriction in page numbers and can be created horizontally or vertically.
- If any collaborated works are included, please indicate the part(s) of your work.
- Portfolios cannot be returned once submitted.

11. Certification Form for Portfolio (Master's Program applicants only)

- Fill out the designated form and have it certified by your supervisor, recommender, or any person other than your family (ex. Colleague of your current company) to prove that the submitted portfolio is your own work.
- Paste this form on the last page of your portfolio.

12. Academic Supervisor Questionnaire Form

- Fill out the prescribed form following the indicated instructions.

13. Course Description/ Syllabi of Courses Taken (Those who graduated university other than Meiji)

- Those who graduated from universities other than Meiji are required to submit documents (ex. Course Syllabi in Japanese or English) which describes the contents of all courses indicated on your academic transcript.
- The submitted documents will be used to examine the equivalence with Meiji University's educational objectives. Students may be required to take certain undergraduate/graduate courses depending on the result of the screening.

14. Statement of Financial Resources

- Fill in the financial resource for admission, tuition, and other necessary fees. Make sure that the total amount will be enough to cover the tuition and living expenses for one year.
- Document must be signed by the applicant.
- Refer to page 21 for details on the tuition fees.
- Please refer to the following for the living expenses of privately funded international students.
(Reference: Japan Student Services Organization website
URL: <https://www.studyinjapan.go.jp/ja/statistics/seikatsu/>)
- When you obtain or renew your visa when entering Meiji University, you will need to submit documents to the Immigration Bureau that certifies your expenses during your stay in Japan, You may not be able to have the visa issued if you fail to submit, so please make a sufficient plan before applying.

15. Copy of Passport

| |
|---|
| <ul style="list-style-type: none"> • Submit a photocopy of the personal identification page. |
| 16. Copy of Residence Card (Those residing in Japan) |
| <ul style="list-style-type: none"> • Submit a photocopy of both front and back sides of your residence card. |
| 17. Application Documents Checklist |
| <ul style="list-style-type: none"> • Fill out and send it along with the other application materials. • If you choose TOEFL® iBT as the external English proficiency test, write your appointment number (registration number), registration date, and the examination date. • Those who graduated from a university/graduate school in China, please write the application date for CHSI. |

[How to Fill Out Form A]

| | | | | | | |
|------------------------------|---|------------|---------------------------------|-----------|---------------------------------|----------|
| Course | Choose either Master's Degree(1 博士前期) or Doctoral Degree(2 博士後期) | | | | | |
| Program Code | Master's Program: 4535 Doctoral Program: 5535 | | | | | |
| Name in Katakana and English | Write your name in Katakana and in English as shown on your passport (in the order of family name, first name, middle name. | | | | | |
| Date of Birth | Birth year/ month/ date (yyyy/mm/dd) | | | | | |
| Gender | Choose the corresponding alphabet. | | | | | |
| Address and Phone No. | Write your postal code, address, and phone number in the corresponding column. | | | | | |
| ID Photo | Attach a color ID photo on the designated space. (see page 13) | | | | | |
| Nationality | Choose the relevant code of your nationality from the Region Code List (see page 18) | | | | | |
| Academic Record | <p>(1) Undergraduate Program Write the name of university, faculty, and department you graduated or expected to graduate.</p> <p>(2) Master's Program If you completed or expected to complete the Master's Program, write the name of university, faculty, and department.</p> | | | | | |
| Graduation Date | Write the year and month of graduation. Circle "1" if you are expected to graduate, or circle "2" if you have already graduated. | | | | | |
| University | Circle "1" if you graduated Meiji University, For others, circle "2." | | | | | |
| Type of University | Write down the type number of the university you graduated. If you graduated (expected to graduate) from a foreign university, choose "4." <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1 National</td> <td>2 Public</td> <td>3 Private</td> <td>4 Foreign (non-Japanese)</td> <td>5 Others</td> </tr> </table> | 1 National | 2 Public | 3 Private | 4 Foreign (non-Japanese) | 5 Others |
| 1 National | 2 Public | 3 Private | 4 Foreign (non-Japanese) | 5 Others | | |
| Current Occupation | Write the name of the company/institution you are currently employed, and the month and year you began working. | | | | | |

| | | | | | | | | | | | | | | | |
|--|---|--|--|--|---------------------------|---|--|---------------------------------------|-------------------|-----------------|----------------------------|-----------|-------------------------|--------------------------|-----------|
| Occupation Type | <p>Write the number which best describes the type of occupation you are currently engaged in.</p> <table border="1" data-bbox="448 271 1412 477"> <tr> <td>01 Sales</td> <td>08 Manufacturing Management</td> </tr> <tr> <td>02 Accounting</td> <td>09 Operations</td> </tr> <tr> <td>03 Survey Planning</td> <td>10 Product Planning</td> </tr> <tr> <td>04 Human Resources</td> <td>11 Administration</td> </tr> <tr> <td>05 Research and</td> <td>12 System Engineer</td> </tr> <tr> <td>06 Design</td> <td>13 Education (teaching)</td> </tr> <tr> <td>07 Industrial Technology</td> <td>20 Others</td> </tr> </table> | 01 Sales | 08 Manufacturing Management | 02 Accounting | 09 Operations | 03 Survey Planning | 10 Product Planning | 04 Human Resources | 11 Administration | 05 Research and | 12 System Engineer | 06 Design | 13 Education (teaching) | 07 Industrial Technology | 20 Others |
| 01 Sales | 08 Manufacturing Management | | | | | | | | | | | | | | |
| 02 Accounting | 09 Operations | | | | | | | | | | | | | | |
| 03 Survey Planning | 10 Product Planning | | | | | | | | | | | | | | |
| 04 Human Resources | 11 Administration | | | | | | | | | | | | | | |
| 05 Research and | 12 System Engineer | | | | | | | | | | | | | | |
| 06 Design | 13 Education (teaching) | | | | | | | | | | | | | | |
| 07 Industrial Technology | 20 Others | | | | | | | | | | | | | | |
| Industry Type | <p>Write the number of the category which is relevant to the industry type of your company/institution.</p> <table border="1" data-bbox="448 586 1412 831"> <tr> <td>01 Manufacturing</td> <td>07 Finance</td> </tr> <tr> <td>02 Publishing, Broadcasting, Advertisement, Printing</td> <td>08 Education</td> </tr> <tr> <td>03 Electricity, Gas, Water</td> <td>09 Service</td> </tr> <tr> <td>04 Transportation, Telecommunications</td> <td>10 Medical</td> </tr> <tr> <td>05 Wholesale</td> <td>11 Non-Profit Organization</td> </tr> <tr> <td>06 Retail</td> <td>12 Public Service</td> </tr> <tr> <td></td> <td>20 Others</td> </tr> </table> | 01 Manufacturing | 07 Finance | 02 Publishing, Broadcasting, Advertisement, Printing | 08 Education | 03 Electricity, Gas, Water | 09 Service | 04 Transportation, Telecommunications | 10 Medical | 05 Wholesale | 11 Non-Profit Organization | 06 Retail | 12 Public Service | | 20 Others |
| 01 Manufacturing | 07 Finance | | | | | | | | | | | | | | |
| 02 Publishing, Broadcasting, Advertisement, Printing | 08 Education | | | | | | | | | | | | | | |
| 03 Electricity, Gas, Water | 09 Service | | | | | | | | | | | | | | |
| 04 Transportation, Telecommunications | 10 Medical | | | | | | | | | | | | | | |
| 05 Wholesale | 11 Non-Profit Organization | | | | | | | | | | | | | | |
| 06 Retail | 12 Public Service | | | | | | | | | | | | | | |
| | 20 Others | | | | | | | | | | | | | | |
| Intended Supervisor | <p>Choose your intended supervisor from the following list. Please note that supervisors will be determined after enrollment</p> <p>Prof. Masami Kobayashi</p> <ul style="list-style-type: none"> - Prof. Hiroyuki Sasaki - Prof. Tomoaki Tanaka Prof. Manuel Tardits - Prof. Junko Tanaka <p>*Applicants to the doctoral program must consult with their prospective supervisor before applying.</p> | | | | | | | | | | | | | | |
| Paper-based examination | <p>Master's Program applicant: Keep blank</p> <p>Doctoral program applicant: Write "English" on the second line</p> | | | | | | | | | | | | | | |
| Examination Type 1 | <p>Type A and Doctoral Program examination: Write "G"</p> <p>Type B examination: Write "T"</p> | | | | | | | | | | | | | | |
| Examination Type 2 | <p>If you are a non-Japanese national with a student visa, choose either "1. Privately Funded" or "2. Government Sponsored"</p> | | | | | | | | | | | | | | |
| Classification | <p>Choose your status from the following list:</p> <table border="1" data-bbox="448 1599 1412 1865"> <tr><td>1 Expected to graduate from current school</td></tr> <tr><td>2 3rd-year undergraduate student- (not applicable to I-AUD admissions)</td></tr> <tr><td>3 Planning to take leave of absence from work</td></tr> <tr><td>4 Dispatched from company</td></tr> <tr><td>5 Expected to leave company if enrolled</td></tr> <tr><td>6 Attend Graduate School while working (include homemakers and retirees)</td></tr> <tr><td>7 Others (unemployed, etc.)</td></tr> </table> | 1 Expected to graduate from current school | 2 3rd-year undergraduate student- (not applicable to I-AUD admissions) | 3 Planning to take leave of absence from work | 4 Dispatched from company | 5 Expected to leave company if enrolled | 6 Attend Graduate School while working (include homemakers and retirees) | 7 Others (unemployed, etc.) | | | | | | | |
| 1 Expected to graduate from current school | | | | | | | | | | | | | | | |
| 2 3rd-year undergraduate student- (not applicable to I-AUD admissions) | | | | | | | | | | | | | | | |
| 3 Planning to take leave of absence from work | | | | | | | | | | | | | | | |
| 4 Dispatched from company | | | | | | | | | | | | | | | |
| 5 Expected to leave company if enrolled | | | | | | | | | | | | | | | |
| 6 Attend Graduate School while working (include homemakers and retirees) | | | | | | | | | | | | | | | |
| 7 Others (unemployed, etc.) | | | | | | | | | | | | | | | |

| | |
|--|---|
| Tuition Fees | Choose the relevant code from the following list: <div style="border: 1px dotted black; padding: 5px;"> Master's Program 91 Graduated from university other than Meiji 92 Graduated from Meiji University Doctoral Program 01 Graduated from a university and graduate school other than Meiji 71 Graduated from the Graduate School of Meiji University 72 Graduated from Meiji University but from a graduate school other than Meiji </div> |
| Examination Period | Applicant for Period I Examination: Write "1" Applicant for Period II Examination: Write "2" |
| Examination Admission Ticket *Do not detach | |
| Program | Choose either Master's Degree(1 博士前期) or Doctoral Degree(2 博士後期) |
| Paper-based examination | Master's Program applicant: Keep blank Doctoral program applicant: Write "English" on the second line |
| Name | Write your name exactly shown on your passport (family name, first name, and middle name.) |

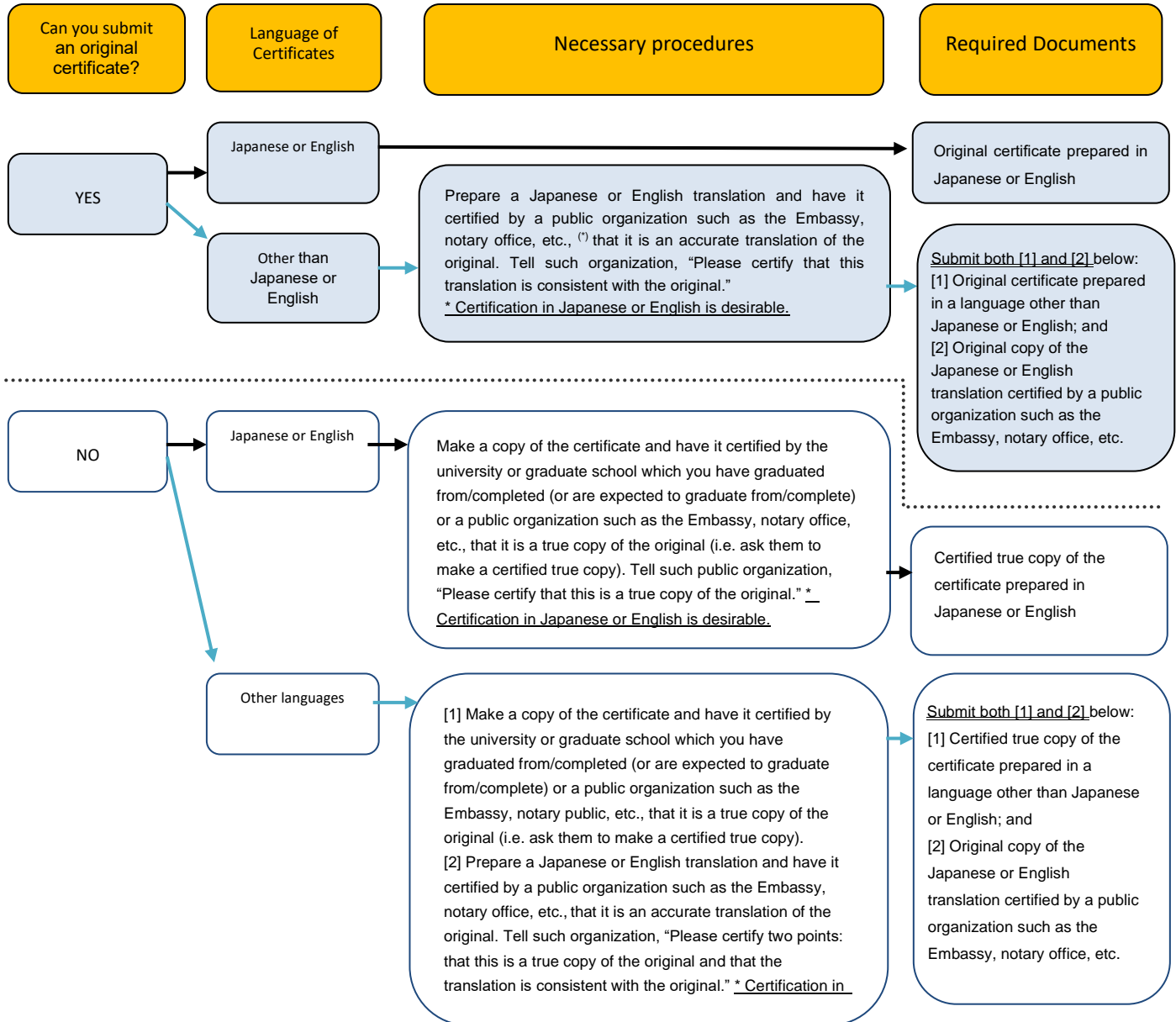
[Region Code List]

| Country/Region | Code | Country/Region | Code | Country/Region | Code | Country/Region | Code | Country/Region | Code |
|----------------------------|------|----------------|------|----------------|------|----------------|------|----------------------|------|
| South Korea | 201 | Sri Lanka | 216 | Norway | 406 | Finland | 421 | United Arab Emirates | 603 |
| North Korea | 202 | Mongolia | 217 | Switzerland | 407 | Bulgaria | 422 | Israel | 604 |
| People's Republic of China | 203 | Bhutan | 218 | Austria | 408 | Serbia | 423 | Australia | 701 |
| Taiwan | 204 | Myanmar | 219 | Netherland | 409 | Turkmenistan | 424 | New Zealand | 702 |
| Malaysia | 205 | Singapore | 220 | Belgium | 410 | Brazil | 501 | Egypt | 801 |
| Indonesia | 206 | Hong Kong | 221 | Spain | 411 | Chile | 502 | Morocco | 802 |
| Thailand | 207 | Macau | 225 | Turkey | 412 | Argentina | 503 | Tanzania | 803 |
| Philippines | 208 | United States | 301 | Russia | 413 | Peru | 504 | Ethiopia | 804 |
| Vietnam | 209 | Canada | 302 | Croatia | 414 | Bolivia | 505 | Sudan | 805 |
| Cambodia | 210 | Mexico | 303 | Estonia | 415 | Paraguay | 506 | Libya | 806 |
| Laos | 211 | Britain | 401 | Kyrgyz | 416 | Dominica | 507 | Chad | 807 |
| India | 212 | Germany | 402 | Ukraine | 417 | Honduras | 508 | Nigeria | 808 |
| Pakistan | 213 | France | 403 | Uzbekistan | 418 | El Salvador | 509 | Ghana | 809 |
| Nepal | 214 | Italy | 404 | Greece | 419 | Iran | 601 | Other | 999 |
| Bangladesh | 215 | Sweden | 405 | Romania | 420 | Saudi Arabia | 602 | | |

■ Certificates for Applicants who Graduated from/Completed (or Are Expected to Graduate from/Complete) a Foreign Educational Institution

[1] In the case of (expected) graduation from/completion of educational institutions other than in China

***Language of such certification shall be English or Japanese in principle.**



[2] In the case of graduation from/completion of educational institutions in China*

*Excluding Hong Kong, Taiwan, and Macau.

Applicants who have graduated or expect to graduate from a university in China must submit the following documents listed below.

[Note] It takes time from application to issuance.

(1) Certificate of Degree

Certificate of Degree issued by **CHSI** (either in English or in **Chinese**)

- Submit **either** of the **following** certificate issued.

- 「**Online Verification Report of Higher Education Degree Certificate**」 (English)

• 「中国高等教育学位在线验证报告」 (Chinese)

- Have the Certificate of Degree verified by CHSI (China Higher-education Information and Student Information)

[How to apply for CHSI verification]

- Access to <https://www.chsi.com.cn/en/pvr/> and apply for the credential verification either in English or in Chinese.
- Have the CHSI send the electronic application report DIRECTLY to the Graduate School of Meiji University (sst@mics.meiji.ac.jp). Only the emails sent by the CHSI will be considered valid, and those forwarded by the applicants will not be accepted.
- After applying, write the application date to the “Application Documents Checklist”.

(2) Academic Transcript

Verification Report of your academic transcript issued by the CHSI (China Higher-education Information and Student Information) in either of the following ways:

- Access to <https://www.chsi.com.cn/en/pvr/> or <http://www.chsi.jp/> and apply for credential verification.
- Have the CHSI send the “Verification Report of China Higher Education Student’s Academic Transcript” (NOT the “Online Verification Report”) DIRECTLY to the Graduate School of Meiji University (sst@mics.meiji.ac.jp)

[NOTES]

- Make sure to apply so that the verification reports will be sent DIRECTLY from each institution to the Graduate School of Meiji University. Reports forwarded from applicants will be considered invalid.

Email Address: sst@mics.meiji.ac.jp

- Handling fees will be required for application. Please check the CHSI website for details.
 - Please apply for the verification in English. Verification Reports issued in languages other than English will be considered invalid.

* Other notes regarding certificates are the same as “[1] In the case of educational institutions other than in China.”

6. Notes on Examination

- ◆ An Examination Admission Card with your examinee number will be sent to applicants who completed the admission procedures successfully. Make sure to bring it with you on the day of examination. If the Examination Admission Card does not arrive 3 days prior to the examination date, please contact the SST Office (sst@mics.meiji.ac.jp.)
- ◆ Venue and meeting time will be notified when the Examination Admission Card is sent.
- ◆ Make sure to be seated by the meeting time as important notes will be explained before starting the examination.
- ◆ Applicants who arrive more than 30 minutes late after the starting time will not be allowed to take the examination.
- ◆ Detail of the interview will be announced on the day of examination.

7. Announcement of Admission Result

- ◆ Announcement of successful applicants will be posted on the Graduate School of Science and Technology bulletin board and also released on Meiji University website (see page 5 for announcement dates)

<http://www.meiji.ac.jp/cip/english/graduate/science/index.html>

- ◆ All successful applicants will be receiving the Notification of Acceptance and enrollment documents to the address written on application Form A.
- ◆ Please notify the SST Office in advance if any changes have been made to the address.
- ◆ Please contact the SST Office if the enrollment documents do not reach to your address.
- ◆ No details on the screening process and results will be disclosed for any reason.

8. Enrollment Registration

- ◆ Documents for enrollment registration will be sent by early February for Period I applicants, and at the time of the admission result announcement for Period II applicants.
- ◆ Please contact the SST Office if the documents do not reach to your address.
- ◆ Refer to the “Admission Procedure Guideline” enclosed with the enrollment documents and complete necessary procedures by the designated deadline notified in the guideline.
- ◆ Any enrollment registration made after the deadline will be considered invalid even by the reason of non-arrival/late delivery of the enrollment documents.
- ◆ Please prepare the following items in advance as it will be required for the admission procedure:
 1. Enrollment Fee (see “9. Admission and Tuition Fees” for details)
 2. Certificate of Graduation/Degree (for those who submitted the certificate of expected graduation/degree at the time of application)
 3. Academic Transcript (for those who submitted the expected transcript at the time of application)
 4. Residence Certificate issued within three months prior to the date of procedure which contains the permanent domicile.
 5. Residence Certificate of Guarantor

9. Admission and Tuition Fees

| Master's Degree Program | | | (Units : yen) | |
|-------------------------|------------------------------|--------------|----------------------|----------------------|
| Subject | | Year (Grade) | AY2023 (1st year) | AY2024 (2nd year) |
| Academic Fees | Admission Fee | | 200,000 | — |
| | Tuition Fee | | 760,000 | 760,000 |
| | Educational Development Fee | | 90,000 | 90,000 |
| | Experimental Lab Fee | | 140,000 | 70,000 |
| Misc. Fees | Student Health Insurance Fee | | 3,000 | 3,000 |
| Total (Annual Sum) | | | 1,123,000 | 923,000 |

| | | |
|--|---------|---------|
| Spring Semester (1st Year Enrollment Charges) | 663,000 | 463,000 |
| Fall Semester | 460,000 | 460,000 |

* Experimental Lab Fee for the 1st year is 140,000.

*Admission fee for those who graduated from Meiji University will be half the amount above. However, if the subject takes the examination with a graduation from another university (completion of another graduate school) as an application qualification, the rules regarding the reduction or exemption of tuition fees, which are 1/2 of the entrance fee, do not apply.

Doctoral Degree Program

(Units : yen)

| Subject \ Year (Grade) | | AY2023 (1st year) | AY2024 · 2025 (2nd · 3rd year) |
|------------------------|------------------------------|----------------------|-----------------------------------|
| Academic Fees | Admission Fee | 200,000 | — |
| | Tuition Fee | 780,000 | 780,000 |
| | Experimental Lab Fee | 70,000 | 70,000 |
| Misc. Fees | Student Health Insurance Fee | 3,000 | 3,000 |
| Total (Annual Sum) | | 1,053,000 | 853,000 |

| | | |
|--|---------|---------|
| Spring Semester (1st Year Enrollment Charges) | 628,000 | 428,000 |
| Fall Semester | 425,000 | 425,000 |

*Admission fee for those who graduated from the Graduate School of Meiji University Master's Program will be exempted.

*Admission fee for those who graduated from Meiji University and completed the Master's Program of other graduated schools will be half the amount above.

[NOTES]

- ◆ Admission Fee will be required only at the time of enrollment (not be required after 2nd year)
- ◆ Academic Fee is divided into semi-annual installments (Spring and Fall Semester)

1st Year Enrollment Charges consist of Admission Fee, half of the Academic Fees and Misc. Fees.

| Payment category | Description of payment | Payment Deadline |
|------------------|--|---|
| Spring Semester | Admission Fee + 1/2 of Academic Fees (excl. Admission Fee) + Misc. Fee | Upon admission procedure. (April 30. In the following years) |
| Fall Semester | 1/2 of Academic Fees | October 20 |

- ◆ Admission expenses cannot be refunded once paid, despite payments except for the admission fees are subject to be reimbursed if you cancel the enrollment and complete necessary procedures by the designated deadline.
- ◆ Academic Fees are subject to change. For the exact amount please refer to the statement which will

- be sent with the payment slip every April.
- ◆ Consumption tax will not be imposed on the Academic Fees.

10. Visa

Those who have a status of residence to stay in Japan

Applicants who hold a Student Visa:

Those who already hold a Student Visa may apply for extension of the residence status three months before the expiration of the current visa, however, please be aware that such status may be subject to revocation if you stay more than three months without taking necessary procedures for visa extension.

Applicants staying in Japan other than by a Student Visa:

If you are staying in Japan on a visa other than “Student Visa”, please apply for a change of residence status. The SST Office will be issuing a “Letter of Acceptance (*Nyugakukyokasho*)” during the enrollment procedure, so please use this document to apply for the visa. Please note that those staying in Japan with a Short-stay Visa may be required to leave temporarily since the change of residence status cannot be made within Japan. Also, those who are enrolled in a Japanese language facility or specialized training college before entering the Graduate School of Meiji University will be required to submit an attendance certificate issued by each institution to the Immigration Bureau when applying for extension.

Those who do not have a status of residence to stay in Japan

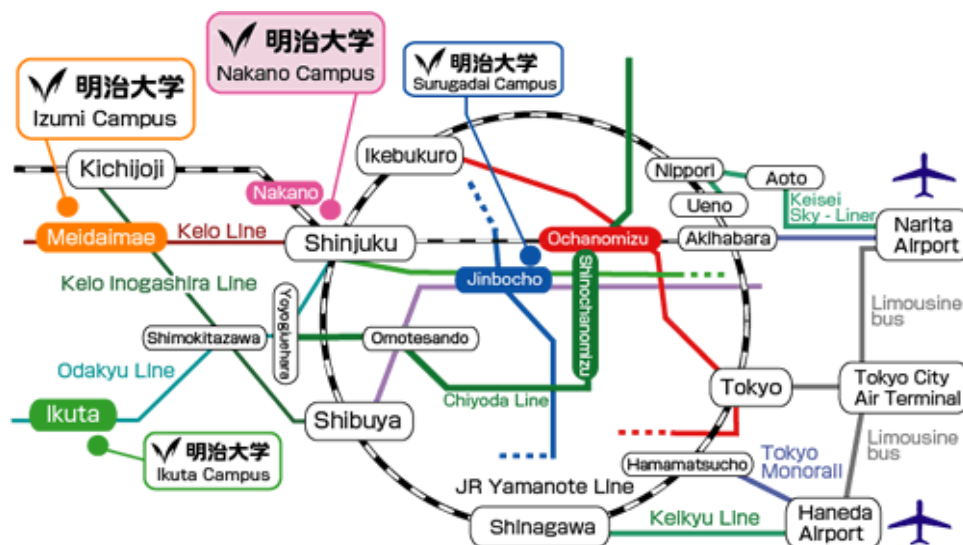
Applicants are required to apply for the Student Visa at the Japanese Embassy or Consulate in your country. For a smooth screening process of visa application, a Certificate of Eligibility (COE) issued by the Tokyo Regional Immigration Bureau will be necessary. Details on application for COE will be sent along with the enrollment documents.

If you have relatives, a financial sponsor or a scholarship in Japan, please request a proxy application for the COE from the Tokyo Regional Immigration Bureau. If you wish that Meiji University submits a proxy application for the COE, submit all the necessary application documents by specific deadline which is much earlier than the enrollment registration deadline. In both above cases, Meiji University is not responsible for a result of visa application as screenings of visa applications are conducted by the Ministry of Justice. In case the issuance of visa is delayed or the application is denied and you cannot attend the courses in Meiji University, the University shall not assume any responsibility.

11. Privacy Policy

Personal information provided for application and admission to Meiji University will be used only for the purpose of the enrollment examination, notice of results, the enrollment registration and other academic necessities. Part of those operations will be outsourced to companies appointed by Meiji University. Please note that personal information will be handled responsibly.

12. Campus Location / Contact Information



***Courses of the following Programs are offered at Ikuta Campus.**

Electrical Engineering, Mechanical Engineering, Course in Architecture of Architecture and Urbanism, Applied Chemistry, Mathematics, and Physics.

***Courses of the following Programs are offered at Nakano Campus.**

“International Program in Architecture and Urban Design” and “Course in Places, Arts and Consciousness” of Architecture and Urbanism. Some courses of “Course in Places, Arts and Consciousness” may be conducted at Ikuta Campus.

[Way to Nakano Campus from the Nearest Train Station]

Approximately 8 minutes’ walk from Nakano Station.

*Nakano Station can be reached by three lines (the JR Chuo Line, the JR Sobu Line, and the Tokyo Metro Tozai Line) and is 4 minutes from Shinjuku Station by the rapid-service train.

[From Major Stations to Nakano Station]

| | | |
|--------------------------|--|-----------------|
| Shinjuku Station | via the JR Chuo Line (Rapid) | Approx. 4 min. |
| Tokyo Station | via the JR Chuo Line (Rapid) | Approx. 19 min. |
| Otemachi Station | via the Tokyo Metro Tozai Line | Approx. 20 min. |
| Shibuya Station | via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid) | Approx. 15 min. |
| Ikebukuro Station | via the JR Yamanote Line with a transfer at Shinjuku Station to the JR Chuo Line (Rapid) | Approx. 15 min. |

School of Science and Technology Office, Meiji University

- Location 1-1-1 Higashi-mita, Tama-ku, Kawasaki-shi, Kanagawa, 214-8571 Japan
- Contact TEL : +81-44-934-7600 FAX : +81-44-934-7901 email: sst@mics.meiji.ac.jp
- Directions 10-minute walk from south exit of Ikuta Station (Odakyu Line)
- Office Hours 9:00-11:30 and 12:30-16:30 on weekdays, 8:30-12:00 on Saturdays
Closed on Sundays, national holidays without classes, and university holidays.