

# 2014 Academic Year Exchange Student Application Guideline



## 1. Inquiries about the Exchange Student Program

Exchange student program website	<a href="http://www.meiji.ac.jp/cip/english/prospective/exchange.html">http://www.meiji.ac.jp/cip/english/prospective/exchange.html</a>
Features of the Meiji University exchange student program	<a href="#">PDF</a>
University locations	Surugadai Campus: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo
	Izumi Campus: 1-9-1 Eifuku, Suginami-ku, Tokyo
	Ikuta Campus: 1-1-1 Higashi-Mita, Tama-ku, Kawasaki-shi, Kanagawa
	Nakano Campus: 4-21-1 Nakano, Nakano-ku, Tokyo
International Student Office	Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo
Tel.	03-3296-4488
Fax	03-3296-4360
E-mail	exchange@meiji.ac.jp
Exchange Student Admissions Coordinator	International Student Office: Akahira (Ms.), Naotsuka (Mr.)

## 2. Application Period / Acceptance Decision Period

Application period	April 2014 admission	September 2 (Mon.) to October 10 (Thurs.), 2013
	September 2014 admission	January 27 (Mon.) to March 6 (Thurs.), 2014
How to apply	<ul style="list-style-type: none"> <li>- Exchange Student Program Coordinator should send the application materials by mail to the International Student Office within the application period.</li> <li>- The application form can be downloaded from <a href="http://www.meiji.ac.jp/cip/english/prospective/exchange.html">http://www.meiji.ac.jp/cip/english/prospective/exchange.html</a></li> <li>- Please send the Certificate of Eligibility as an Excel file to exchange@meiji.ac.jp</li> </ul>	
Acceptance decision period	April 2014 admission	January to February 2014
	September 2014 admission	June 2014
Exchange Student Housing Move-in dates	April 2014 admission	Week of March 17, 2014 (tentative)
	September 2014 admission	Week of September 1, 2014 (tentative)

## 3. Academic Calendar, Class Descriptions

Academic calendar	<a href="#">PDF</a>
Syllabus	<a href="https://oh-o2.meiji.ac.jp/portal/index/">https://oh-o2.meiji.ac.jp/portal/index/</a> <a href="#">Guest login</a> ⇒ <a href="#">Search for classes</a>
Curriculum	<a href="#">PDF</a>
List of faculty members	<a href="#">PDF</a>
Japanese-language classes (Japanese for all international students)	<a href="http://www.meiji.ac.jp/cip/international/jlec.html">http://www.meiji.ac.jp/cip/international/jlec.html</a>
Japanese-language classes (program for beginners)	<a href="http://www.meiji.ac.jp/cip/international/jlec/JLP_outline.html">http://www.meiji.ac.jp/cip/international/jlec/JLP_outline.html</a>
Exams and grades	<a href="#">PDF</a>

## 4. Campuses, Housing for Exchange Students, Living Expenses

Meiji University website	<a href="http://www.meiji.ac.jp/index.html">http://www.meiji.ac.jp/index.html</a>	
Basic university information	<a href="http://www.meiji.ac.jp/koho/about/index.html">http://www.meiji.ac.jp/koho/about/index.html</a>	
Campus information	Surugadai	<a href="http://www.meiji.ac.jp/cip/english/about/campus/surugadai.html">http://www.meiji.ac.jp/cip/english/about/campus/surugadai.html</a>
	Izumi	<a href="http://www.meiji.ac.jp/cip/english/about/campus/izumi.html">http://www.meiji.ac.jp/cip/english/about/campus/izumi.html</a>
	Ikuta	<a href="http://www.meiji.ac.jp/cip/english/about/campus/ikuta.html">http://www.meiji.ac.jp/cip/english/about/campus/ikuta.html</a>
	Nakano	<a href="http://www.meiji.ac.jp/cip/english/about/campus/nakano.html">http://www.meiji.ac.jp/cip/english/about/campus/nakano.html</a>
Housing for Exchange Students	<a href="#">PDF</a>	
Living expenses	<a href="#">PDF</a>	

## 5-1. Undergraduate and Graduate Schools which Offer Classes in Japanese

### (1) Application Requirements

1. Be a student at one of Meiji University's partner institutions.
2. Must fulfill the conditions below.

Undergraduate/Graduate School	<p>Applicants must meet one of the following criteria*:</p> <p>(a) Must have passed level N4 or higher of the Japanese Language Proficiency Test (those who have passed a level other than N1 must have done so on a test taken in either the 2012 or 2013 academic year).</p> <p>(b) Must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University as having Japanese-language skills equivalent to level N4 or higher.</p> <p>*However, the following conditions apply to those wishing to enter the Graduate School of Global Japanese Studies:</p> <p>(a) Those wishing to apply to the English-language education program must have passed level N4 or higher of the Japanese Language Proficiency Test (those who have passed a level other than N1 must have done so on a test taken in either the 2012 or 2013 academic year) or must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University to as having Japanese-language skills equivalent to level N4 or higher.</p> <p>(b) Those wishing to apply to the Japanese linguistics and Japanese-language education program must have passed level N1 of the Japanese Language Proficiency Test or must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University as having Japanese-language skills equivalent to level N1.</p> <p>(c) For programs other than those listed above in section (a) and (b), applicants must have passed level N2 or higher of the Japanese Language Proficiency Test (those who have passed a level other than N1 must have done so on a test taken in either the 2012 or 2013 academic year) or must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University as having Japanese-language skills equivalent to level N2 or higher.</p>
School of Law	
School of Commerce	
School of Political Science and Economics	
School of Arts and Letters	
School of Science and Technology	
School of Agriculture	
School of Business Administration	
School of Information and Communication	
School of Global Japanese Studies (other than those applying to the English track)	
Graduate School of Law	
Graduate School of Commerce	
Graduate School of Political Science and Economics	
Graduate School of Arts and Letters	
Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)	
Graduate School of Agriculture	
Graduate School of Business Administration	
Graduate School of Information and Communication	
Graduate School of Global Japanese Studies*	
Graduate School of Humanities	

### (2) Meiji University Japanese Language Online Test

Who should take the test?	Applicants who cannot submit a Japanese Language Proficiency Test Certificate (for those who have passed a level other than N1, a confirmation form showing that they took and and passed level N4 or higher on a test taken in either the 2012 or 2013 academic year)	
Test period	April 2014 admission	September 2 (Mon.) to October 3 (Thurs.), 2013
	September 2014 admission	January 27 (Mon.) to February 27 (Thurs.), 2014
How to take the test	Prior the test period, Exchange Student Program Coordinator must send a message to exchange@meiji.ac.jp indicating that the Applicants intend to take the test.	

### (3) Classes

All students	<p>- There may be restrictions on the classes a student may take based on their Japanese proficiency level. Students having skills equivalent to the N1 level of the Japanese Language Proficiency Test can take regular classes in their major. Students having the skills equivalent to the N2 level or lower may have to take Japanese-language classes.</p> <p>- Students with skills equivalent to level N4 of the Japanese Language Proficiency Test will be required to take Japanese-language classes.</p>
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Students in the School of Global Japanese Studies (other than those applying to the English track)	Those who have passed level N2 or lower of the Japanese Language Proficiency Test will be required to participate in Japanese-language classes.
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**(4) Number of Students Admitted**

School of Global Japanese Studies	If there is a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.
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**(5) Application Documents**

Documents to be submitted by all applicants	<ul style="list-style-type: none"> <li>- Application Information Form (use Meiji's standard form)</li> <li>- Housing Request (use Meiji's standard form)</li> <li>- Application for Certificate of Eligibility (use designated form)</li> <li>- Health Report (use Meiji's standard form)</li> <li>- Academic transcript</li> <li>- Letter of recommendation</li> <li>- Copy of your passport</li> <li>- Five ID photos (3 cm x 5 cm)</li> <li>- Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility is prepared. (e.g., a bank balance certificate or copy of the applicant's account bankbook, an income certificate, bank balance certificate, or copy of the bankbook for the bank account of the person responsible for payment, certificate of scholarship funds received, etc.)</li> </ul>																		
Documents required by specific undergraduate and graduate schools	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>School of Law</td></tr> <tr><td>School of Commerce</td></tr> <tr><td>School of Political Science and Economics</td></tr> <tr><td>School of Arts and Letters</td></tr> <tr><td>School of Science and</td></tr> <tr><td>School of Agriculture</td></tr> <tr><td>School of Business Administration</td></tr> <tr><td>School of Information and Communication</td></tr> <tr><td>Graduate School of Law</td></tr> <tr><td>Graduate School of Commerce</td></tr> <tr><td>Graduate School of Political Science and Economics</td></tr> <tr><td>Graduate School of Arts and Letters</td></tr> <tr><td>Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)</td></tr> <tr><td>Graduate School of Agriculture</td></tr> <tr><td>Graduate School of Business Administration</td></tr> <tr><td>Graduate School of Information and Communication</td></tr> <tr><td>Graduate School of Humanities</td></tr> <tr><td>Graduate School of Global Japanese Studies</td></tr> </table> <ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, 1,000-2,000 Japanese characters)</li> <li>- Study Plan (free format, 1,000-2,000 Japanese characters)</li> <li>- Japanese Language Proficiency Certificate (use Meiji's standard form)</li> <li>- Copy of your Japanese Language Proficiency Test Certificate (those who have passed a level other than N1 must provide a certificate showing that they passed level N4 or higher on a test taken in either the 2012 or 2013 academic year. Applicants who cannot submit this document must take the Japanese Language Online Test. See p. 2 for more information about this test.)</li> </ul>	School of Law	School of Commerce	School of Political Science and Economics	School of Arts and Letters	School of Science and	School of Agriculture	School of Business Administration	School of Information and Communication	Graduate School of Law	Graduate School of Commerce	Graduate School of Political Science and Economics	Graduate School of Arts and Letters	Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)	Graduate School of Agriculture	Graduate School of Business Administration	Graduate School of Information and Communication	Graduate School of Humanities	Graduate School of Global Japanese Studies
School of Law																			
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Graduate School of Global Japanese Studies																			

<p>Documents required by specific undergraduate and graduate schools</p>	<p>School of Global Japanese Studies (other than those applying to the English track)</p>	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, 1,000-2,000 Japanese characters; submit two versions, one for your first-choice and another for your second-choice school)</li> <li>- Study Plan (free format, 1,000-2,000 Japanese characters; submit two versions, one for your first-choice and another for your second-choice school)</li> <li>- Japanese Language Proficiency Certificate (use Meiji's standard form)</li> <li>- Copies of your Japanese Language Proficiency Test Certificate (those who have passed a level other than N1 must provide a certificate showing that they passed level N4 or higher on a test taken in either the 2012 or 2013 academic year. Applicants who cannot submit this document must take the Japanese Language Online Test. See p. 2 for more information about this test.)</li> </ul>
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## 5-2. Undergraduate and Graduate Schools which Offers Classes in English

### (1) Application Requirements

1. Be a student at one of Meiji University's partner institutions.

2. Must fulfill the following conditions:

(a) Must have taken one of the following tests since September 2011 and be able to submit a valid official score. Must meet any other application conditions that may exist.

(b) Applicants who underwent three years of standard high school education or three years of standard university education conducted in English are not required to submit an official score from one of the tests listed below.

Undergraduate or Graduate School / Application	TOEFL®iBT	TOEIC®	IELTS	Cambridge ESOL	Other Application Requirements
School of Political Science and Economics (only taking classes conducted in English)	Inquire at the International Student Office				
School of Business Administration (only taking classes conducted in English)	71 points or higher	710 points or higher	5.5 points or higher	FCE or higher	
School of Global Japanese Studies (English Track)	71 points or higher	/	5.5 points or higher	FCE or higher	
Graduate School of Governance Studies (English Track)	76 points or higher	710 points or higher	5.5 points or higher	FCE or higher	- Must have a bachelor's degree related to public policy, and also must either have practical experience related to public policy or have already taken basic courses in public administration, political science, and economics.
Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track)	76 points or higher	710 points or higher	5.5 points or higher	FCE or higher	- Must have a bachelor's degree related to architecture and must currently be enrolled in a program related to architecture.

### (2) Classes

Students in the School of Global Japanese Studies (English track)	Students may not be able to take some courses that are conducted in Japanese.
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### (3) Number of Students Admitted

School of Business Administration (only taking classes conducted in English)	Annual enrollment capacity is five students. If five students are admitted in April 2014 and they all want to study in Japan for a full year, no additional students will be accepted to this program for enrollment in September 2014.
School of Global Japanese Studies (English track)	The number of students admitted to the English track is about ten per academic term. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.
Graduate School of Governance Studies (English Track)	Annual enrollment capacity is ten students. If ten students are admitted in April 2014 and they all want to study in Japan for a full year, no additional students will be accepted to this program for enrollment in September 2014.
Graduate School of Science and Technology, International Program in Architecture and Urban Design (English Track)	Annual enrollment capacity is 28 students per year. If the enrollment capacity for a particular year has already been reached, exchange students will not be accepted to this program for the 2014 academic year.

**(4) Application Documents**

Documents to be submitted by all applicants		<ul style="list-style-type: none"> <li>- Application Information Form (use Meiji's standard form)</li> <li>- Housing Request (use Meiji's standard form)</li> <li>- Application for Certificate of Eligibility (use designated form)</li> <li>- Health Report (use Meiji's standard form)</li> <li>- Academic transcript</li> <li>- Letter of recommendation</li> <li>- Copy of your passport</li> <li>- Five ID photos (3 cm x 5 cm)</li> <li>- Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility is prepared. (e.g., bank balance certificate or copy of the bankbook for the applicant's bank account, an income certificate, bank balance certificate, or copy of the bankbook for the bank account of the person responsible for payment, certificate of scholarship funds received, etc.)</li> </ul>
Documents required by specific undergraduate and graduate schools	School of Political Science and Economics (only taking classes conducted in English)	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, English, 400-800 words)</li> <li>- Study Plan (free format, English, 400-800 words)</li> </ul>
	School of Business Administration (only taking classes conducted in English)	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, English, 400-800 words)</li> <li>- Study Plan (free format, English, 400-800 words)</li> <li>- Valid official scores from one of the tests below taken since September 2011. However, individuals who underwent three years of standard high school education or three years of standard university education conducted in English are not required to submit the designated documents.</li> <li>(a) TOEFL®iBT: 71 points or higher</li> <li>(b) TOEIC®: 710 points or higher</li> <li>(c) IELTS: 5.5 points or higher</li> <li>(d) Cambridge ESOL: FCE or higher</li> </ul>
	School of Global Japanese Studies (English track)	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, English, 400-800 words)</li> <li>- Study Plan (free format, English, 400-800 words)</li> <li>- Valid official scores from one of the tests below taken since September 2011. However, individuals who underwent three years of standard high school education or three years of standard university education conducted in English are not required to submit the designated documents.</li> <li>(a) TOEFL®iBT: 71 points or higher</li> <li>(b) IELTS: 5.5 points or higher</li> <li>(c) Cambridge ESOL: FCE or higher</li> </ul>
	Graduate School of Governance Studies (English track)	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, English, 400-800 words)</li> <li>- Study Plan (free format, English, 1,000 words or more)</li> <li>- Valid official scores from one of the tests below taken since September 2011. However, individuals who underwent three years of standard high school education or three years of standard university education conducted in English are not required to submit it.</li> <li>(a) TOEFL®iBT: 76 points or higher</li> <li>(b) TOEIC®: 710 points or higher</li> <li>(c) IELTS: 5.5 points or higher</li> <li>(d) Cambridge ESOL: FCE or higher</li> </ul>

<p>Documents required by specific undergraduate and graduate schools</p>	<p>Graduate School of Science and Technology, Architecture Course, International Program in Architecture and Urban Design (English Track)</p>	<ul style="list-style-type: none"> <li>- Statement of Intent of studying at Meiji University (free format, English, 400-800 words)</li> <li>- Study Plan (free format, English, 1,000 words or more)</li> <li>- Valid official scores from one of the tests below taken since September 2011. However, individuals who underwent three years of standard high school education or three years of standard university education conducted in English are not required to submit the designated documents. <ul style="list-style-type: none"> <li>(a) TOEFL®iBT: 76 points or higher</li> <li>(b) TOEIC®: 710 points or higher</li> <li>(c) IELTS: 5.5 points or higher</li> <li>(d) Cambridge ESOL: FCE or higher</li> </ul> </li> <li>- Portfolio</li> </ul> <p>Save and submit as a PDF file on a CD-ROM. Any number of pages, either vertical or horizontal text is allowed. When including group projects, specify the purpose and the areas for which you were responsible. Once submitted, the CD-ROM will not be returned to you.</p>
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