

School of Arts and Letters, Meiji University

Inter-faculty Exchange Student Application Guidelines



1. 【Basic Information】

University locations	Surugadai Campus: 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo 101-8301 http://www.meiji.ac.jp/cip/english/about/campus/su_campus.html
	Izumi Campus: 1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555 http://www.meiji.ac.jp/cip/english/about/campus/iz_campus.html
	Ikuta Campus: 1-1-1 Higashi-Mita, Tama-ku, Kawasaki-shi, Kanagawa 214-8571 http://www.meiji.ac.jp/cip/english/about/campus/ik_campus.html
	Nakano Campus: 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 http://www.meiji.ac.jp/cip/english/about/campus/na_campus.html
	The Office of School of Arts and Letters
Tel.	(+81)3-3296-4183
Fax	(+81)3-3296-4349

2. 【Application Period / Acceptance Decision Period】

Application period	For the Spring term (April ~ July)	September 19 in the year before the exchange
	For the Fall term (September ~ January)	February 17 in the same year as the exchange
How to apply	The Exchange Student Program Coordinator at your institution should send the application materials by courier service(e.g.DHL) to the School of Arts Letters Office and the Application for the Certificate of Eligibility as an Excel file to <bungaku@mics.meiji.ac.jp> within the application period. ※For information on Application Materials ,see [6] below.	
Please send the Application documents	School of Arts and Letters, Meiji University Liberty Tower 4F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301	
Notification of acceptance	For the Spring term (April ~ July)	January to February in the year of admission
	For the Fall term (September ~ January)	June to July in the year of admission

3. 【Academic Calendar, Class Descriptions】

Academic calendar	http://www.meiji.ac.jp/cip/english/undergraduate/letters/enisp30000000ob7-att/a1530581702946.pdf
Course Description	https://oh-o2.meiji.ac.jp/portal/oh-o_meiji/search Guest login ⇒ Search for classes
List of faculty members	http://www.meiji.ac.jp/bungaku/teachingstaff/index.html
Features of Exchange Student Program	http://www.meiji.ac.jp/cip/english/undergraduate/letters/enisp30000000ob7-att/a1530580859454.pdf

4. 【Housing for Exchange Students, Living Expenses】

Housing for Exchange Students	http://www.meiji.ac.jp/cip/english/undergraduate/letters/enisp30000000ob7-att/a1530580902870.pdf
Living expenses	http://www.meiji.ac.jp/cip/english/undergraduate/letters/enisp30000000ob7-att/a1530580976566.pdf

5. 【Application Requirements】

- Enrolled as a sophomore , junior , senior student at one of Meiji University's partner institutions.
- Japanese Language proficiency:
(if there are requirements about language ability on the memorandum, priority is given to the memorandum)

【For course in Japanese Literature】
 - Japanese Proficiency Level Test N2 and above, or its equivalent level
【For course in British and American Literature, Drama and Theatre Arts, Literary Arts and Media, Japanese History, Western History, Archaeology, Clinical Psychology, Contemporary Sociology】
 - Japanese Proficiency Level Test N3 and above, or its equivalent level
【For course in German Literature, French Literature, Asian History, Geography】
 - Japanese Proficiency Level Test N4 and above, or its equivalent level
- GPA: no requirement
- Nationality: no restriction

6. 【Application Materials】

- Application Form (use the standard form of Meiji University)
- Housing Request (use the standard form of Meiji University)
- Application for the Certificate of Eligibility (use the designated form)
※Please send it as an Excel File by e-mail to "bungaku@mics.meiji.ac.jp"
- Document proving the amount of funds indicated on the Application for the Certificate of Eligibility.
(e.g., a balance certificate for the applicant, a copy of the applicant's bank book, an income certificate of the sponsor, bank balance certificate, or copy of the bankbook for the bank account of the sponsor, certificate of receiving scholarship, etc.)
- Certificate of Health (Must be completed by a doctor)
- Health Report (use the standard form of Meiji University)
- Statement of Financial Support (use the standard form of Meiji University)
- Recommendation Letter (the Dean of your home department to the Dean of the School of Arts and Letters)
- Academic Transcript
- A copy of your passport
- 6 ID photos (3 cm x 4 cm)
- Study Plan (use the standard form of Meiji University, 1,000-2,000 Japanese characters)
- A copy of your Japanese Language Proficiency Test Certificate or Japanese Language Proficiency Certificate (use standard form of Meiji University)
- A copy of English Language Proficiency Test Certificate (if English is not your native language and you wish to take a class in English)

7. 【Notes】

- There may be restrictions on the classes a student may take based on their Japanese proficiency level.
- Not all applicants may not be accepted into their first choice program.
- The issuance dates of your academic transcript are below.
When you apply, please be careful if you expect graduation from your home university upon your return.
For term ending in July (Spring term): the end of September
For term ending in March (Fall term): the end of April