



Application Guidelines for April 2025 Admission

School of Global Japanese Studies

Undergraduate Program

-English Track-

Meiji University

School of Global Japanese Studies

Address: 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 JAPAN

TEL: +81-3-5343-8057

FAX: +81-3-5343-8029

URL: <https://www.meiji.ac.jp/cip/english/englishtrack/index.html>

【 Contents 】

I.	Important information for all applicants.....	2
II.	Admission policy	3
III.	Admission selection method and enrollment capacity	4
IV.	Application procedures	4
V.	Important dates.....	5
VI.	Application eligibility	6
	A. Education.....	6
	B. Age requirement	7
	C. English proficiency test requirements.....	7
	D. Standardized test score/examination certificates	8
	Eligibility Screening	9
VII.	Screening fee and payment procedures	9
VIII.	Application document details	10
IX.	Admission procedures	14
X.	Student visa	14
XI.	Tuition and fees	15

Meiji University will only use the personal information submitted through the admission or enrollment procedures for admission purposes such as screening, admission decision, enrollment procedures, and other related matters. Meiji University may outsource part of the handling operations to an external agency. In such cases, we may provide personal information submitted in the admission process to the agency.

Inquiries about admission and application eligibility screening

Nakano Academic Affairs Office (School of Global Japanese Studies)
English Track Admissions Team
Email: etadmissions@mics.meiji.ac.jp

Please read these Application Guidelines carefully before making inquiries.

Inquiries to the English Track Admissions Team should only be made by applicants themselves, not by third parties.

I. Important information for all applicants

1. You can apply regardless of nationality.
2. The English Track and the Japanese Track have different curriculums. You cannot change tracks after enrollment. For information on the English Track curriculum, please refer to the English Track website: <https://www.meiji.ac.jp/cip/english/englishtrack/index.html>
3. All English Track students can take any elective class offered in Japanese at the School of Global Japanese Studies.
4. If an applicant has a physical or mental disability that requires special consideration when studying at Meiji University, please contact the Nakano Academic Affairs Office (etadmissions@mics.meiji.ac.jp) at least one month before the beginning of the application period. Please note that we may not be able to accommodate every case.
5. If you have any questions or concerns about your application eligibility, please complete and send in the *Application Form for Eligibility Screening* before the deadline (see page 9). If your inquiry arrives after the deadline, we may not be able to reply in time before the application period ends, which may lead to an invalid application. If necessary, to clarify the details of your educational background, Meiji University may directly contact the educational institution, organization, or appropriate person cited on the submitted *Application Form for Eligibility Screening*, without informing the applicant. Personal information or any other information written on the *Application Form for Eligibility Screening* may be disclosed where necessary.
6. If any difficulties arise with document submission, please contact us by the end of the application period. Any documents which arrive after the application deadline will be considered invalid.
7. Notice Regarding Misconduct or Suspected Fraudulent Activity
 - A) Looking at notes or other applicants' answers will nullify the examination (interviews included). Wearing or holding a cell phone, smartphone, wearable device (smartwatch, etc.), etc., touching or using a computer, tablet or any device, or having a ringing tone during the examination will also be considered misconduct.
 - B) In the case of online examinations, if an applicant engages in prohibited behavior during the examinations or fails to follow the instructions of the examination proctor and interviewers, the examinations may be deemed invalid due to misconduct.
 - C) In case of any misconduct, the following measures will be taken. Please note that the screening fee will not be refunded as a result of these measures.
 - All examinations taken on the day of the misconduct and all entrance examinations for the relevant academic year at Meiji University that the applicant has already applied for will be invalidated.
 - The acceptance will be revoked if the applicant has already passed the entrance examination for the relevant academic year at Meiji University.
 - The applicant will not be allowed to take any further examinations after the misconduct is detected, including all entrance examinations for Meiji University during the relevant academic year.
 - D) Depending on the circumstances, appropriate action, such as filing a report with the police for damages, may be taken regarding the misconduct.

II. Admission policy

Students the School Seeks:

The School of Global Japanese Studies aims to develop students who can contribute to the global community in this era of rapid change. The program is designed to help students acquire a deep understanding of Japanese culture and society and to provide extensive knowledge of various regions of the world. Students are expected to gain the ability to effectively express themselves and convey information in English and Japanese, and the willingness to use this ability actively. For this purpose, in addition to traditional Japanese culture, the School provides education and research on contemporary Japanese culture and social systems such as companies and industries which attract worldwide attention today. In addition, the School provides intensive language education and cross-cultural education, as well as education and research on international culture and social education.

Based on this educational policy, the School of Global Japanese Studies aims to select students such as the following:

- (1) Those who seek to explore Japanese culture from an interdisciplinary perspective, as represented in art, literature, manga, animation, performing arts, movies, fashion, philosophy, and religion.
- (2) Those who are interested in the corporate and industrial systems operating in Japanese society and who intend to investigate the principles of these systems.
- (3) Those who are interested in various issues in international relations and the cultures, societies, economies, and histories of different regions of the world, and who seek to cultivate a global perspective.
- (4) Those who seek to develop a good command of the Japanese and English languages and the ability to think logically in Japanese and English.
- (5) Those who seek to take part in the global community with an understanding of Japan from this global perspective.
- (6) Those who are interested in international cultures and experiencing international exchanges to contribute to the promotion of an intercultural society.
- (7) Those who see the Japanese language as the basis of Japanese culture and are motivated to receive advanced education in and gain knowledge of the Japanese language.

Skills and Knowledge Applicants are Expected to Possess:

Applicants for the Japanese Track need to possess the four fundamental English skills of reading, writing, listening, and speaking when they start the program at the School. Consequently, the result of the English examination is highly evaluated for Admissions.

Applicants for the English Track (program in which students can obtain a degree in English) are not required to have Japanese language skills when they start the program. However, students are expected to possess advanced English skills needed for taking English classes.

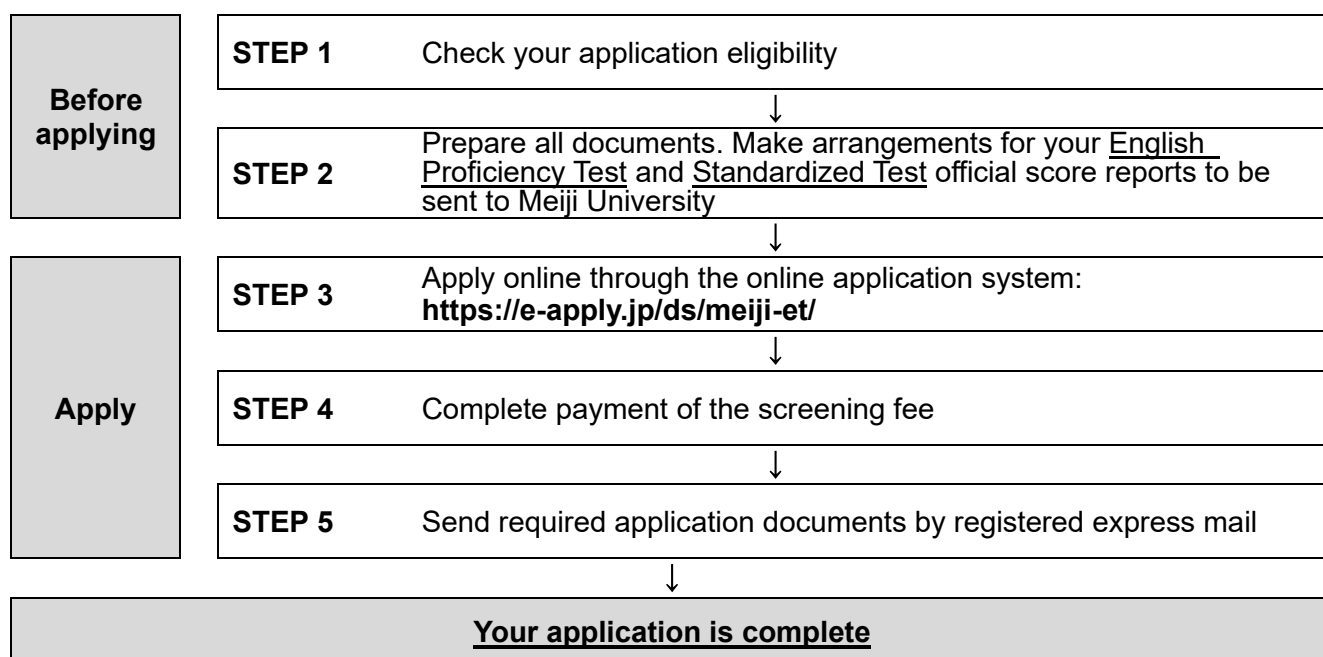
Students are also expected to possess general academic skills when they start the program. They are expected to have gained the ability to organize a wide range of knowledge and to be able to explain this logically.

III. Admission selection method and enrollment capacity

Admission selection method	
1st Screening	Screening of application documents (refer to pages 10-13)
2nd Screening	Interview Screening (online) *Interviews will be offered to applicants who pass the 1 st Screening.
Admission decisions will be made comprehensively based on the above screening methods and application documents.	

School	Department	Enrollment capacity
School of Global Japanese Studies	Department of Global Japanese Studies	10 students

IV. Application procedures



IMPORTANT

- Once you submit your application documents (online application and document submission), you cannot make any changes.
- We do not respond to individual inquiries regarding the arrival of documents (including documents sent directly from schools and your recommenders). Please use the tracking number provided by the express mail carrier to check the delivery status.
- It is the applicant's responsibility to make sure that the documents (including documents sent directly from schools and your recommenders) arrive by the deadline.
- We may contact you regarding your application if necessary. Please check your email and the application system regularly until admission results are announced. Furthermore, please add our email addresses (etadmissions@mics.meiji.ac.jp and no-reply@e-apply.jp) to your list of safe senders to ensure that you receive important messages.
- Please reply immediately when we contact you about your application. If we do not receive an answer, it may affect your application. If you cannot answer right away, please let us know that you need more time. It is your responsibility to meet each deadline regardless of whether you have ongoing communication with Meiji University.
- Screening results are final. We cannot respond to queries regarding the screening results.

V. Important dates

All dates and times are in Japan Standard Time (JST).

1	English proficiency test and Standardized test official score report	Check the test organization's website in advance to ensure the official score report will arrive by the deadline for application documents. Official score reports are only valid if they reach Meiji University by the following deadline. <u>Wednesday, October 2, 2024, 4:59 pm (JST)</u>						
2	Online application period	<u>Thursday, September 12, 2024, 3:00 pm (JST)</u> <u>to Wednesday, September 25, 2024, 2:59 pm (JST)</u> Complete the online application and screening fee payment from: <u>https://e-apply.jp/ds/meiji-et/</u> <small>*The online application system may be temporary unavailable due to system maintenance. Please make sure to prepare and apply in advance. The maintenance schedule will be notified on the above website.</small>						
3	Deadline for application documents	Send application documents by post or courier. All paper-based application documents <u>must reach</u> the <u>Nakano Academic Affairs Office</u> by: <u>Wednesday, October 2, 2024, 4:59 pm (JST)</u> (1) Use registered express mail with a tracking number when sending documents (such as DHL, EMS etc.). If mailing domestically (in Japan), please use simplified registered express mail (速達+簡易書留). (2) Use the tracking number provided by the express mail carrier to check the delivery status of your documents. We do not respond to individual inquiries regarding the arrival of documents. You may be contacted by email after the application process starts. Send application documents to: <table><tr><td>From outside Japan:</td><td>From within Japan:</td></tr><tr><td>Meiji University Nakano Academic Affairs Office English Track Admissions Team 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan TEL: +81-3-5343-8057</td><td>〒164-8525 東京都中野区中野 4-21-1 明治大学中野キャンパス 中野教務事務局国際日本学部 E T 入試係 電話 03-5343-8057</td></tr><tr><td colspan="2">Documents sent to a different address will be considered invalid. When sending documents from within Japan, please write the address on the envelope in Japanese, if you can.</td></tr></table>	From outside Japan:	From within Japan:	Meiji University Nakano Academic Affairs Office English Track Admissions Team 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan TEL: +81-3-5343-8057	〒164-8525 東京都中野区中野 4-21-1 明治大学中野キャンパス 中野教務事務局国際日本学部 E T 入試係 電話 03-5343-8057	Documents sent to a different address will be considered invalid. When sending documents from within Japan, please write the address on the envelope in Japanese, if you can.	
From outside Japan:	From within Japan:							
Meiji University Nakano Academic Affairs Office English Track Admissions Team 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan TEL: +81-3-5343-8057	〒164-8525 東京都中野区中野 4-21-1 明治大学中野キャンパス 中野教務事務局国際日本学部 E T 入試係 電話 03-5343-8057							
Documents sent to a different address will be considered invalid. When sending documents from within Japan, please write the address on the envelope in Japanese, if you can.								
4	Registration number	Your registration number will be available in the online application system from <u>Tuesday, November 12, 2024, 3:00 pm (JST)</u> . This registration number will be used when announcing results.						
5	Announcement of 1 st Screening results	1 st Screening results will be announced from <u>Tuesday, November 19, 2024, 10:00 am (JST)</u> <u>to Monday, November 25, 2024, 11:59 pm (JST)</u> on https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html .						
6	2 nd Screening Interview (online)	Interview (online) will be offered to applicants who pass the 1 st Screening on <u>Saturday, November 30, 2024 (JST)</u> . Notification of 1 st Screening results as well as the details and schedule of the interview will be provided through the online application system only to those applicants who pass the 1 st Screening (on November 19, 2024 (JST)).						
7	Announcement of admission results	Admission results will be announced from <u>Thursday, January 9, 2025, 10:00 am (JST)</u> <u>to Wednesday, January 15, 2025, 11:59 pm (JST)</u> on https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html . A Notification of Acceptance and admission documents will be sent to all successful applicants by post. See page 14 for admission procedures.						

VI. Application eligibility

Applicants must meet all of the following requirements: “A. Education”, “B. Age requirement”, “C. English proficiency test requirements” and “D. Standardized test score/examination certificates”.

A. Education

Applicants must meet at least one of the following educational requirements a) - j).

Proof of educational qualification(s) must reach Meiji University by the deadline for application documents.

* If you have not yet graduated from your school or have not yet obtained the necessary educational qualifications, they must be obtained and proved by the submission of official documents (such as a certificate of graduation/completion) by March 31, 2025. If you do not fulfill the educational requirements by March 31, 2025, your enrollment will be canceled.

- a) **Completion or expected completion of 12 years of formal education in countries other than Japan by March 31, 2025.*** The completion of formal education must be the equivalent to that of qualifying for university entrance in the same country where the school is located.
- b) **Completion or expected completion of 12 years of formal education at a foreign school (international school), accredited by WASC, CIS, NEASC, ACSI, or Cognia by March 31, 2025.*** Accreditations from other international organizations are not accepted.
<Foreign schools accredited by WASC, CIS, NEASC, ACSI and Cognia> (In Japanese)
http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/006.htm
- c) **Completion or expected completion of 12 years of formal education at a foreign school (international school) in Japan, authorized by the Ministry of Education, Culture, Sports, Science and Technology, Japan, by March 31, 2025.***
<Foreign schools in Japan authorized by the Ministry of Education, Culture, Sports, Science and Technology, Japan>
(In Japanese) http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm
- d) **Completion or expected completion of 12 years of formal education at a Japanese school, accredited by the Ministry of Education, Culture, Sports, Science and Technology, Japan, by March 31, 2025.***
- e) **Obtained or expectation of obtaining the International Baccalaureate® Diploma by March 31, 2025.***
- f) **Obtained one of the following university entrance qualifications (predicted grades not accepted).**
-French Baccalauréat (France)
-Abitur (Germany)
-GCE A level (United Kingdom)
All results/certificate(s) must be sent directly from the test organization to Meiji University.
You must also submit an official standardized test score/examination certificate as set out on page 8. The above qualifications do not qualify as an official standardized test score/examination certificate.
- g) **Successfully passed an academic qualification examination equivalent to completing 12 years of formal education**.** (Refer to "B. Age requirement")
**The academic qualification must be recognized by the School of Global Japanese Studies before applying.
(Refer to pages 2 and 9)
- h) **If the duration of the country's formal education (primary and secondary education) is less than 12 years, the applicant must complete a university preparatory course authorized by the Ministry of Education, Culture, Sports, Science and Technology, Japan, after completing formal education in his/her country, by March 31, 2025.***
- i) **Fulfilled or expected to fulfill the requirements designated by the Ministry of Education, Culture, Sports, Science and Technology, Japan by March 31, 2025.***
(In Japanese) http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm
- j) **Recognized individually by the School of Global Japanese Studies screening procedures as an applicant meeting the requirements equivalent to a) – i).** (Refer to "B. Age requirement")

B. Age requirement

If applying under the educational requirements g) or j), the applicant's birthdate must be on or before March 31, 2007.

C. English proficiency test requirements

Applicants must have the ability to understand lectures conducted in English.

All applicants must have a required score in one of the following English proficiency tests and submit the official score report by the designated deadline.

IMPORTANT

- (1) **Only the English proficiency test scores below (1-5) are accepted.**
- (2) All applicants must submit the official score report, including applicants who have received primary and secondary education in English.
- (3) The official score report sent by the test organization is only valid if it reaches Meiji University by the deadline for application documents.
- (4) Your name and date of birth on the official score report must exactly match the name and date of birth on your passport. If the information does not match, your English proficiency test score will be considered invalid.
- (5) **The test date you enter in the online application form must match the test date on the official score report.** You cannot change the test date after you submit the online application. Make sure that you enter this accurately. If the information does not match, your test score will be considered invalid.

	Approved Tests	Required Score	What to submit	Detailed descriptions and conditions
1	TOEFL iBT or TOEFL iBT Paper Edition	80 or above	<p>► Institutional (Official) Score Report Request ETS (Educational Testing Service) to send the official score report directly to Meiji University-International Student Center. (Institution code: 7713)</p> <p>AND</p> <p>► Order details (print out) Print the order details (with the date sent and Institution Code) and submit with other application documents. (Print from <i>My TOEFL Home > View My Orders</i>).</p>	<p>► "MyBest Scores" are not accepted. You must choose <u>one</u> test date.</p> <p>► Results for the TOEFL iBT Home Edition are not accepted.</p> <p>► Submission of Test Taker (Examinee) Score Report is not accepted.</p>
2	IELTS (Academic Module)	6.0 or above	<p>► Test Report Form (photocopy) Submit a photocopy of the Test Report Form with other application documents.</p> <p>AND</p> <p>► Enter your "Test Report Form Number" on your Application Form correctly.</p>	<p>► IELTS One Skill Retake is not accepted. You must choose the score from the <u>original</u> test date.</p> <p>► Results for the general training module and IELTS Indicator are not accepted.</p> <p>► Do not submit the original Test Report Form for test takers.</p>
3	Cambridge English Qualifications General and higher education: B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	Overall Score 169 or above	<p>► Certifying Statement of Results Request the testing organization to send a Certifying Statement of Results directly to Meiji University Nakano Campus (→ See page 5 for address)</p> <p>AND</p> <p>► Candidate ID and Candidate Secret Number (print out) Print the Confirmation of Entry page with the Candidate ID and Candidate Secret Number and submit with other application documents.</p>	<p>► Do not submit the original Certificate.</p> <p>► Photocopies or certified true copies are not accepted.</p>
4	SAT	Reading Test: 27 or above AND Writing and Language Test: 28 or above	<p>► Official Score Report Request the College Board to send the score report directly to Meiji University. (College code: 3128) *Both scores must be from the same test date. *The Essay Section is not required.</p>	<p>► If you took SAT more than once, choose <u>one</u> test date and request the College Board to send the score. You must enter this date in the online application.</p> <p>► Digital SAT is not accepted.</p>
5	ACT	English Section: 18 or above	<p>► Official Score Report (College Report) Request ACT to send the score report directly to Meiji University. (College code/ Center code: 5520) *The writing test is not required.</p>	<p>► If you took ACT more than once, choose <u>one</u> test date and request ACT to send the score. You must enter this date in the online application.</p>

► The test date must be between **October 3, 2022 and July 31, 2024**

► The test date must be between **October 3, 2019 and July 31, 2024**

D. Standardized test score/examination certificates

All applicants must submit the official score report of one of the following examinations.

IMPORTANT

- (1) **Only the official standardized test scores below (1-4) are accepted.** GCE A level (United Kingdom), French Baccalauréat (France) and Abitur (Germany) do not qualify as official standardized test score/examination certificates.
- (2) The official score report sent by the test organization is only valid if it reaches Meiji University by the deadline for application documents.
- (3) Your name and date of birth on the official score report must exactly match the name and date of birth on your passport. If the information does not match, your Standardized test score will be considered invalid.
- (4) **The test date you enter in the online application must match the test date on the official score report.** You cannot change your test date after you submit the online application. Make sure that you enter this accurately. If the information does not match, your test score will be considered invalid.

	Approved Tests	What to submit	Detailed descriptions and conditions
1	SAT	► Official Score Report Request the College Board to send the score report directly to Meiji University (College code: 3128). *The Essay Section is not required.	► If you took SAT more than once, choose <u>one</u> test date to submit and request the College Board to send the score. You must enter the test date you chose in the online application. ► The SAT test date must be between <u>October 3, 2019 and July 31, 2024.</u>
2	ACT	► Official Score Report (College Report) Request ACT to send the score report directly to Meiji University (College code/ Center code: 5520). *The writing test is not required.	► Superscores are not accepted. You must choose <u>one</u> test date and request ACT to send the score. You must enter this date in the online application. ► The ACT test date must be between <u>October 3, 2019 and July 31, 2024.</u>
3	International Baccalaureate (IB) <IB Diploma holders>	► Transcript of Grades Request the IB head office to send the Transcript of Grades directly to Meiji University. Select "Meiji Daigaku (Meiji University)" as the recipient institution.	► IB certificate is not accepted.
	International Baccalaureate (IB) <IB Diploma candidates>	► Predicted grades (designated form) You must submit the predicted grades if your IB Diploma has not been issued by the application deadline. The predicted IB grades must be issued by your IB Diploma programme coordinator using the Meiji University format. <u>Other formats are not accepted.</u> The Meiji University Predicted IB grades Report Form can be downloaded from the English Track Admissions website. <p style="text-align: center;">AND</p> ► Transcript of Grades IB Diploma candidates must arrange for the Transcript of Grades to be sent directly to Meiji University by the IB head office. Select "Meiji Daigaku (Meiji University)" as the recipient institution.	► This document must be certified by a school official and enclosed in a school envelope, officially sealed and signed across the flap by the IB programme coordinator. ► If you are accepted by Meiji University based on your predicted IB grades but fail to obtain an IB Diploma or fail to submit your Transcript of Grades by the designated admission deadline, your acceptance will be revoked.
4	Examination for Japanese University Admission for International Students (EJU)	► Photocopy of the Score Confirmation Report Enclose a photocopy of the Score Confirmation Report, which meets the following criteria: 1) Examination languages option: <u>English</u> 2) Subject: Japan and the World 3) The examination session must be one of the following: <u>2023-2nd session, 2024-1st session.</u>	► Only applicants with non-Japanese nationality (including Japanese citizens with dual nationality) can submit the EJU score.

Eligibility Screening

The applicants themselves must send the ***Application Form for Eligibility Screening*** if applying under the **educational requirement g) on page 6 ("A. Education")**. Please also send the same form if you have any questions or concerns about your application eligibility.

▶ **The final deadline for submitting the *Application Form for Eligibility Screening* is below, but applicants are strongly recommended to inquire earlier.**
Thursday, August 29, 2024, 11:59 pm (JST)

▶ You can download the designated format from:
<https://www.meiji.ac.jp/cip/english/englishtrack/admissions.html#eligibility>

▶ Please submit it by email to: **etadmissions@mics.meiji.ac.jp**

VII. Screening fee and payment procedures

1. Screening fee: 35,000 JPY (non-taxable)

* The system usage fee (990 JPY) is charged separately.

2. Payment method:

- (1) **Payment by credit card (VISA, MasterCard, JCB, AMEX, MUFG Card, DC Card, UFJ Card, NICOS Card) or UnionPay**
- (2) **Payment at convenience stores in Japan**

* Please follow the instructions on the online application system for paying the screening fee.
<https://e-apply.jp/ds/meiji-et/>

3. Payment period:

Thursday, September 12, 2024, 3:00 pm (JST) – Wednesday, September 25, 2024, 2:59 pm (JST)

* The payment does not complete your application. Ensure that all required application documents reach Meiji University by Wednesday, October 2, 2024, 4:59 pm (JST).

4. Screening fee refunds:

The screening fee will not be refunded except in the following cases:

- (1) When specific application documents do not reach Meiji University by the deadline
- (2) When the applicant does not meet the application eligibility requirements
- (3) If the amount is overpaid (If the overpaid amount is small, we may not refund the overpayment to cover bank charges)

* The system usage fee cannot be refunded.

How to request a refund for the screening fee

- (1) The applicant should make an email request to the Nakano Academic Affairs Office by Friday, January 10, 2025, 4:59 pm (JST).
E-mail address: etadmissions@mics.meiji.ac.jp
We cannot accept any requests for screening fee refunds after this deadline.
- (2) If your case meets the refund requirements, we will provide instructions for the refund. Please complete and send the required documents with the original receipt.
- (3) The refund will be made by bank transfer to your bank account. You are responsible for all bank charges associated with the bank transfer for this refund. Please also note that we cannot issue a refund if the bank charges exceed the screening fee. We advise you to use a bank in Japan if possible.

VIII. Application document details

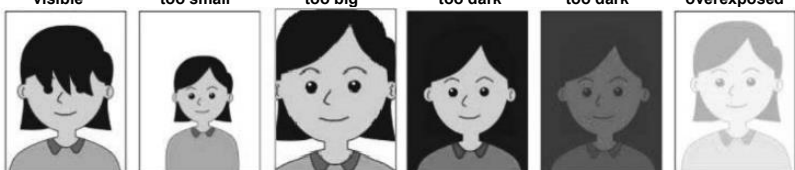
Important

- (1) If you do not meet eligibility requirements, if the application documents are not submitted to the specified address by the deadline, or if the application documents are incomplete, your application will be invalid and will not be screened.
- (2) The name and date of birth on all documents must exactly match your passport. Otherwise, the application documents will be considered incomplete.
- (3) Once you submit your application documents (online application and document submission), you cannot make any changes.
- (4) Once the application documents are submitted, they cannot be returned.
- (5) If necessary, to certify the details of the submitted application documents, Meiji University may directly contact the applicant's affiliated educational institution, organization, or appropriate person, without informing the applicant. Personal information or any other information written on the application documents may be disclosed when necessary.

Notice concerning misconduct in application information and documents

- (1) Submitting or attempting to submit any false, plagiarized, or fabricated application materials or information to Meiji University will constitute application misconduct.
- (2) If there is any doubt about the application documents, the applicant may be required to submit additional materials. If there is any doubt about documents (certificates, etc.) prepared by a person other than the applicant, Meiji University may refer the matter to the relevant authorities.
- (3) If an applicant fails to respond to inquiries from Meiji University by the designated date regarding questions about the application materials, it may be considered misconduct.
- (4) Any applicant found engaged in misconduct will be ineligible to apply to Meiji University. They will also be prohibited from taking any entrance examinations of Meiji University for the relevant academic year. If already accepted or admitted, their acceptance or admission will be canceled, with no refund of any fees, such as screening fees or/and tuition fees, provided.

No.	Document	Guidance
1	<p>Application Form (2 pages, single sided, and in color)</p> <ul style="list-style-type: none"> ▶ The online system only allows you to enter information for 60 minutes per page. ▶ After payment of screening fee, you cannot make any changes to your Application Form. ▶ After payment of screening fee, <u>download and print the Application Form from the online application system.</u> ▶ Send your Application Form with other application documents. ▶ "Checklist for Application" is only for your reference, and you do not need to send us a copy. 	<p>▶ Personal information & Passport information: Enter your name so that the spelling matches the name on your passport.</p> <ul style="list-style-type: none"> ▪ If you have dual nationality (Japanese and another), choose "Japanese" and enter the information <u>based on your Japanese passport</u>. ▪ If you have dual nationality, neither of which is Japanese, choose one nationality to register at Meiji University. Enter the information based on this nationality. <p>▶ Emergency Contact Person: Provide details about your emergency contact person, who we can contact when necessary.</p> <p>▶ English proficiency test score / Official standardized test:</p> <ul style="list-style-type: none"> ▪ For "Sent date", enter the date you requested the test organization to send the official score report to Meiji University. For IELTS, IB Predicted grades, and EJU, enter the date you sent or plan to send the necessary documents to Meiji University. ▪ For "Test date" for IB Diploma holders and IB Diploma Candidates, enter "May 1" for the May exam and "November 1" for the November exam. <p>▶ Education: For <u>all educational institutions you attended (from your primary school to your present school)</u>, provide the exact name, school location, required years to complete the program, attendance period, and the accrediting organization, <u>starting with the most recent and working backward</u>.</p> <ul style="list-style-type: none"> ▪ If you attended the same educational institution for high school and for previous years, please enter the information on a separate line. ▪ If there are gaps in the attendance dates, such as skipping a grade or leave of absence, please give details on a separate line. <p>▶ Employment: If you have work experience, list the two most recent jobs. Work experience includes full-time employment and military service but <u>not part-time jobs</u>.</p> <p>▶ Financial plan: Enter your annual financial plan for taking care of living expenses and tuition fees. Provide an estimated breakdown of the amount that you or your financial sponsor will provide.</p>

No.	Document	Guidance				
2	<p>Color ID photo</p> <p>► The online system only allows you to enter information for 60 minutes per page. Please have the file ready for uploading.</p> <p>► Upload your color ID photo to the online application system. You will be asked to crop/resize the photo to the specified size.</p>	<p>The photo will be used for verification purposes and on your student ID card after admission. It must meet the following requirements:</p> <ul style="list-style-type: none">▪ Format: jpeg, jpg, png, or bmp▪ Max. size: 10MB▪ Taken within the last 3 months (to reflect your current appearance).▪ Plain background▪ Full front view of the face (face forward)▪ Use your full name that appears on your passport (last name, first name) to name the file.▪ No sunglasses. Hats and head coverings are not accepted, unless worn daily for religious beliefs or medical reasons. The full face must be visible, and the head covering must not cast shadows on the face.▪ <u>The photo must not be altered in any way. In the event that the applicant's photo is deemed unidentifiable or compromised due to processing or other related issues, the applicant may have to submit the photo and/or application documents again. There is also a possibility that Meiji University will consider such photos as misconduct.</u> <p><Bad examples></p> <div><div>Full face not visible</div><div>Head size is too small</div><div>Head size is too big</div><div>Background is too dark</div><div>Photo is too dark</div><div>Photo is overexposed</div></div> 				
3	<p>Statement of Purpose</p> <p>► The online system only allows you to enter information for 60 minutes per page. Please have the file ready for uploading.</p> <p>► After payment of screening fee, you cannot make any changes to your Application Form.</p> <p>► Upload your Statement of Purpose to the online application system.</p>	<p>Please produce your essay using Microsoft Word and upload it to the online application system as a PDF file. You are required to contact us in advance if you cannot change the format to PDF. The essay must be written solely by the applicant.</p> <table><tr><td>What to include</td><td><p>(1) Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</p><p>(2) What you wish to study at SGJS</p><p>(3) Plans on how you are intending to apply your studies in the future</p></td></tr><tr><td>Essay requirements and formats to follow</td><td><p>(1) Approximately 1000 words</p><p>(2) In English</p><p>(3) Font: Arial, font size: 12-point, double-spaced</p><p>(4) Include the following items</p><ul style="list-style-type: none">a. the title: "Statement of Purpose"b. your namec. number of wordsd. page numbers<p>(5) Name the file using your full name (last name, first name) on your passport</p><div><div><p>Your name ●● words</p><p>Statement of Purpose</p><p>(Your essay)</p><p>p.1</p></div><div><p>Your name</p><p>(Your essay)</p><p>p.2</p></div></div></td></tr></table>	What to include	<p>(1) Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</p> <p>(2) What you wish to study at SGJS</p> <p>(3) Plans on how you are intending to apply your studies in the future</p>	Essay requirements and formats to follow	<p>(1) Approximately 1000 words</p> <p>(2) In English</p> <p>(3) Font: Arial, font size: 12-point, double-spaced</p> <p>(4) Include the following items</p> <ul style="list-style-type: none">a. the title: "Statement of Purpose"b. your namec. number of wordsd. page numbers <p>(5) Name the file using your full name (last name, first name) on your passport</p> <div><div><p>Your name ●● words</p><p>Statement of Purpose</p><p>(Your essay)</p><p>p.1</p></div><div><p>Your name</p><p>(Your essay)</p><p>p.2</p></div></div>
What to include	<p>(1) Reasons why you wish to study at the School of Global Japanese Studies (SGJS)</p> <p>(2) What you wish to study at SGJS</p> <p>(3) Plans on how you are intending to apply your studies in the future</p>					
Essay requirements and formats to follow	<p>(1) Approximately 1000 words</p> <p>(2) In English</p> <p>(3) Font: Arial, font size: 12-point, double-spaced</p> <p>(4) Include the following items</p> <ul style="list-style-type: none">a. the title: "Statement of Purpose"b. your namec. number of wordsd. page numbers <p>(5) Name the file using your full name (last name, first name) on your passport</p> <div><div><p>Your name ●● words</p><p>Statement of Purpose</p><p>(Your essay)</p><p>p.1</p></div><div><p>Your name</p><p>(Your essay)</p><p>p.2</p></div></div>					
4	<p>A color photocopy of passport</p>	<p>Submit a color photocopy of your current passport.</p> <ul style="list-style-type: none">▪ The passport must be valid at the time of application.▪ Provide one copy of the page with your photo and personal details. This is not the visa page.▪ If you have dual nationality, submit a photocopy of your passport from each country.				
5	<p>A color photocopy of Residence Card</p> <p>*If applicable</p>	<p>If you are a non-Japanese applicant residing in Japan, you must send a color photocopy of both the front and back of your Residence Card.</p>				

No.	Document	Guidance
6	Official high school graduation certificate (or prospective graduation certificate if applicable)	<p>The official documents must be <u>original</u>, issued and verified by the school you are attending or attended/graduated from. <u>For details, see page 13.</u></p> <ul style="list-style-type: none"> ▪ <u>Photocopies are not accepted.</u> Please contact us in advance if you cannot submit the original documents. ▪ Schools may send the documents directly to Meiji University by registered post. Meiji University also accepts paper and digital transcripts sent through Parchment. <u>Documents sent from schools by email are not accepted.</u> ▪ Even if your final educational level is university/junior college/vocational school, you must submit your graduation certificate and transcript from your high school. ▪ We may ask you to provide additional certificates/documents to verify your eligibility. ▪ The transcript must <u>include a grading scale</u>. If not, provide a photocopy of the grading scale used at the institution at the time of your attendance. ▪ If you attended more than one high school, you must submit: <ol style="list-style-type: none"> (1) Your high school graduation certificate (2) Academic transcripts from all schools
7	Official high school transcripts *with an explanation of the grading system	<p>If the high school you graduated from accepts credits from schools previously attended, each subject must include the grade marks such as A, B, C for all subjects. For example. If the description "PASS" is indicated for subjects from previous schools, then this will not be accepted.</p> <ul style="list-style-type: none"> ▪ If the original certificate is not in English or Japanese, submit the original document <u>and</u> attach a translation in English or Japanese by a qualified notary. Only the school (organization) that issued the certificate, an embassy, or a notary public is allowed to translate the document.
8	Official score report for English Proficiency	See <u>page 7, "C. English proficiency test requirements"</u>
9	Official standardized test score/examination certificates	See <u>page 8, "D. Standardized test score/examination certificates"</u>
10	<p>One Letter of Recommendation (sealed) (use the designated form)</p> <p>► The designated form can be downloaded from the English Track Admissions website. The recommender may only use a different format if the recommendation letter fulfills all the requirements.</p>	<ul style="list-style-type: none"> ▪ The recommender/school may send the recommendation letter directly to Meiji University by registered express mail. ▪ A digitalized or scanned copy of the recommendation letter (PDF file only) can <u>only be accepted if</u> the recommender sends it from an official email address under the school domain, which can be confirmed on the official school website. Copies sent from free email addresses such as Gmail, Outlook, Yahoo etc. will not be accepted. The recommendation letter would still need to fulfill all requirements, except (6). A digitalized signature can be accepted. Submit to etadmissions@mics.meiji.ac.jp. <p>► <u>Requirements:</u> It is the applicant's responsibility to share this information with their recommender so that the letter of recommendation fulfills all requirements.</p> <ol style="list-style-type: none"> (1) Write in English or Japanese. (2) Include the applicant's full name in English as written in their passport. (3) Include the recommender's full name, position, and contact information. The recommender's <u>official</u> telephone number <u>and</u> <u>official</u> email address that is used for their occupation or position must be included. We may directly contact the recommender. (4) Include the relationship between the applicant and the recommender. (5) Include the handwritten signature of the recommender on the letter. (6) Enclose the letter in a sealed envelope, signed across the flap by the recommender, or sealed with the school stamp. (7) Include descriptions of the applicant's personality, their attitude toward their studies, and the interests they wish to pursue in their future studies. <p>► <u>Who can write the recommendation letter?</u></p> <ol style="list-style-type: none"> (1) A faculty member or an academic advisor from the school the applicant is currently attending or attended. (2) The applicant's Japanese language school teacher. (3) If it is difficult to find a recommender from the school from which you graduated, your recommender can be somebody who knows you academically or professionally after graduating from high school, such as a supervisor or any person in a management position at your current or former employment. (4) Recommendation letters by family members are not accepted.

< For Documents No. 6 and No. 7 >

For your **official** high school graduation certificate (or prospective graduation certificate if applicable) and **official** high school transcript, you must closely refer to the following chart and submit the required documents (**must be official and original paper documents**) for the type of school you attended.

School type	Required information for each item	Other requirements
Foreign high schools	<p>► Graduation certificate (or Prospective graduation certificate) must include:</p> <ol style="list-style-type: none"> (1) Applicant's full name (2) Date of birth (3) Year and month of admission (4) Year and month of graduation/expected graduation (5) Date of issue (see other requirements) 	<ul style="list-style-type: none"> ▪ If you are currently attending high school, the prospective graduation certificate must be issued on or after June 12, 2024. ▪ If you have graduated from high school, the graduation certificate must be issued on or after the graduation date. ▪ If the official high school transcript includes all the required information, the graduation certificate can be substituted with the official transcript. ▪ If the (prospective) graduation certificate is not available at your high school and the official high school transcript does not include all the required information, please ask your high school to issue a letter with the required information or complete the "Certificate of Graduation/Prospective Graduation" (Meiji University format) which can be downloaded from the English Track Admissions website. https://www.meiji.ac.jp/cip/english/undergraduate/nippon/englishtrack/admissions.html
	<p>► Transcript must include:</p> <ol style="list-style-type: none"> (1) Applicant's full name (2) Date of birth (3) Year and month of admission (4) Year and month of graduation/expected graduation (5) ALL subjects/grades for the study period at the school (6) Date of issue (see other requirements) (7) Grading scale 	<ul style="list-style-type: none"> ▪ If you are currently attending high school, the transcript must be issued on or after June 12, 2024. ▪ If you have already graduated from high school, the transcript must be issued on or after graduation.
Japanese high schools accredited by the Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT)	<p>► Chosa-sho: If your high school is accredited by MEXT, you must submit a <i>chosa-sho</i> instead of the graduation certificate and transcript.</p> <ol style="list-style-type: none"> (1) The <i>chosa-sho</i> must be issued and verified by the principal of the school you are attending or graduated from. (2) Enclosed and sealed in a school envelope (Documents which are not enclosed and not sealed are invalid) (3) If you are currently attending a high school with a trimester system, the <i>chosa-sho</i> must include all subjects/grades until the first trimester in your senior year. (4) If you are currently attending a high school with a semester system, the <i>chosa-sho</i> must include all subjects/grades until the spring semester in your senior year. 	<ul style="list-style-type: none"> ▪ <u>If you have already graduated from high school,</u> the <i>chosa-sho</i> must be issued after graduation.
High school equivalency diploma/ certificate	<p>► Certificate of passing OR transcript must include:</p> <ol style="list-style-type: none"> (1) Applicant's full name (2) Date of birth (3) Year and month of passing (4) ALL subjects/grades (5) Date of issue 	<ul style="list-style-type: none"> ▪ Submit this document if you have not graduated from a high school but passed the high school equivalency examination in your country.
Japanese preparatory courses accredited by the Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT)	<p>► Certificate of completion OR Certificate of expected completion</p>	<ul style="list-style-type: none"> ▪ Submit this document if you have been educated in a country where primary and secondary education is completed in less than 12 years. ▪ You are also required to submit a graduation certificate and transcript from the high school in your own country.

IX. Admission procedures

A. Sending admission documents

The Notification of Acceptance and admission documents will be sent to all successful applicants by post when admission results are announced. We will use the mailing address entered in the online application. Applicants cannot collect admission documents in person from Meiji University. Please contact the Nakano Academic Affairs Office immediately if the mailing address changes after submitting your application.

B. Admission procedures

Final deadline for admission procedures: Thursday, January 30, 2025 (JST)

Successful applicants must **pay the admission fee, tuition fee and other fees in full, and send the required documents** by the designated date to complete the admission procedures. Please follow the Admission Procedure Guidelines for April 2025 Admission which will be sent to successful applicants.

C. Scholarship Application

Successful applicants who have Japanese nationality, any dual nationality which includes Japanese, or Japanese residence status other than "Student" cannot apply for the "Tuition Assistance (Reduction) Program." Neither can they apply for scholarships for international students unless they have the residence status of "Student" in Japan.

X. Student visa

All applicants who do not have Japanese nationality and need a student visa to stay in Japan will need to apply for the Certificate of Eligibility (COE). The COE is a document required for obtaining the student visa and is issued by the Ministry of Justice. Since the COE application screening often takes about two to three months, **successful applicants who wish to enroll** should submit the COE application documents as soon as the admission results are announced. Successful applicants will receive a notification regarding the student visa application together with the admission documents by post.

XI. Tuition and fees

Admission and other fees for the incoming class of 2025 (School of Global Japanese Studies) (Unit: Japanese yen)

Academic year		2025	2026	2027	2028
Item					
Academic fees	Admission fee	200,000	—	—	—
	Tuition fee	1,078,000	1,083,000	1,088,000	1,093,000
	Educational development fee	208,000	208,000	208,000	208,000
	Lab fee	10,000	10,000	10,000	10,000
Miscellaneous fees	Student health Insurance fee	3,000	3,000	3,000	3,000
	Parents association fee	12,000	12,000	12,000	12,000
	Alumni society fee	—	—	—	30,000
Total (Annual sum)		1,511,000	1,316,000	1,321,000	1,356,000
Amount to be paid in each semester:					
Spring Semester		863,000	665,500	668,000	700,500
Fall Semester		648,000	650,500	653,000	655,500

- The Academic fees are divided into two semi-annual installments: Spring Semester and Fall Semester. Please see the chart below for details.

Payment category	Description of payment	Payment deadline
Spring Semester in 2025	Admission fee + Tuition fee for Spring Semester 2025 + Half the amount of the annual Educational development fee and Lab fee + Miscellaneous fees	The full payment must be completed by January 30, 2025 (JST). (Meiji University must receive full payment by this date.)
Spring Semester in subsequent years	Tuition fee for Spring Semester + Half the amount of the annual Educational development fee and Lab fee + Miscellaneous fees	April 30
Fall Semester in subsequent years	Tuition fee for Fall Semester + Half the amount of the annual Educational development fee and Lab fee	October 20

- After enrollment, an additional charge for certain subjects may be levied. These include subjects such as Courses for Secondary School teachers, Prospective Adult and Community Education Workers, Prospective Museum Workers, Certified Librarians and teacher Librarians.
- An alumni society fee of 30,000 yen will be charged in the fourth year.
- Tuition and Fees will not be refunded. However, other fees except for the Admission fee will be refunded if you follow the necessary procedures by the designated date.
- Consumption tax is not levied on Academic fees.
- **Academic fees may be revised during the duration of a student's studies.** For further details, please refer to the Admission Procedure Guidelines for April 2025 Admission or the list enclosed with the Fee Transfer Form (payment slip) that will be sent to students after enrollment.

< Updated on June 21, 2024 >

Page 9: The system usage fee has been updated from 880 JPY to 990 JPY.