



# **Application Guidelines for September 2026 Admission**

## **School of Global Japanese Studies**

### **Undergraduate Program**

#### **-English Track-**

## **Meiji University**

### **School of Global Japanese Studies (SGJS)**

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

**TEL: +81-3-5343-8057**

**E-mail: [etadmissions@mics.meiji.ac.jp](mailto:etadmissions@mics.meiji.ac.jp)**

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

**All dates and times in these guidelines are in Japan Standard Time (JST)**

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## Handling of Personal Information

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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.

## Special Accommodations for Applicants

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If an applicant has a physical or mental disability that requires special consideration for admission process or while studying at Meiji University, please email [etadmissions@mics.meiji.ac.jp](mailto:etadmissions@mics.meiji.ac.jp) at least one month before the beginning of the application period. We will review the request submitted by the applicant and provide accommodations appropriate to the nature and severity of the disability or medical condition. Please note, however, that it may not be possible to meet all requests.

## Inquiries and eligibility screening

Please **read these Application Guidelines** (this document) and the FAQ section on our website carefully before making inquiries.

All inquiries and communication regarding this application must be submitted directly **by the applicant via email.**

Inquiries from agents, parents/guardians, teachers, or school representatives are strictly prohibited and will receive no response.

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

# I. Important information for all applicants

## 1. Curriculum

- (1) 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>
- (2) All English Track students can take any elective class offered in Japanese at SGJS.

## 2. Application eligibility

- (1) If you have any questions or concerns about your application eligibility after having read pages 6-8, 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.

## 3. Application

- (1) It is the **applicant's responsibility** to make sure that the documents (including documents sent directly from schools and test institutions) **arrive by the deadline** and **meet the specified requirements outlined in these Application Guidelines**. It is your responsibility to meet each deadline regardless of whether you have ongoing communication with Meiji University.
- (2) Any documents which arrive after the application deadline will be considered invalid.
- (3) 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.
- (4) Once you submit your application documents (online application and document submission), you cannot make any changes.
- (5) Once the application documents are submitted, they cannot be returned.
- (6) We do not respond to individual inquiries regarding the arrival of documents (including documents sent directly from schools and test institutions). Please use the tracking number provided by the express mail carrier to check the delivery status of your documents.
- (7) We may contact you regarding your application if necessary. Please check your email regularly and add our email addresses ([etadmissions@mics.meiji.ac.jp](mailto:etadmissions@mics.meiji.ac.jp) and [no-reply@e-apply.jp](mailto:no-reply@e-apply.jp)) to your list of safe senders to ensure that you receive important messages.
- (8) 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.
- (9) 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.

## 4. Interview schedule policy

- (1) For those offered an interview, the assigned date and time are final and non-negotiable. No requests for changes will be considered, including but not limited to conflicts with graduation ceremonies, personal events, or other commitments. Missed interviews cannot be rescheduled.
- (2) Even if an applicant has an infectious disease covered by the School Health and Safety Act (such as influenza, measles, rubella, or COVID-19) and has not recovered by the interview day, they will not be eligible to reschedule the interview or receive a refund.

## 5. Notice Regarding Misconduct or Suspected Fraudulent Activity

- (1) Looking at notes, using or possessing unauthorized devices (such as cell phones, smartphones, tablets, or wearable technology including earphones, smart glasses, and smartwatches etc.), accessing AI tools

or online searches, or using anything other than the designated interview platform, or allowing a device to ring during the interview examinations will be considered misconduct and will result in the invalidation of the interview examinations.

- (2) If an applicant engages in prohibited behavior during the interview examinations or fails to follow the instructions of the examination proctor or interviewers, the interview examinations may be deemed invalid due to misconduct.
- (3) 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.
  - a 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.
  - b The acceptance will be revoked if the applicant has already passed the entrance examination for the relevant academic year at Meiji University.
  - c 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.
- (4) 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 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.

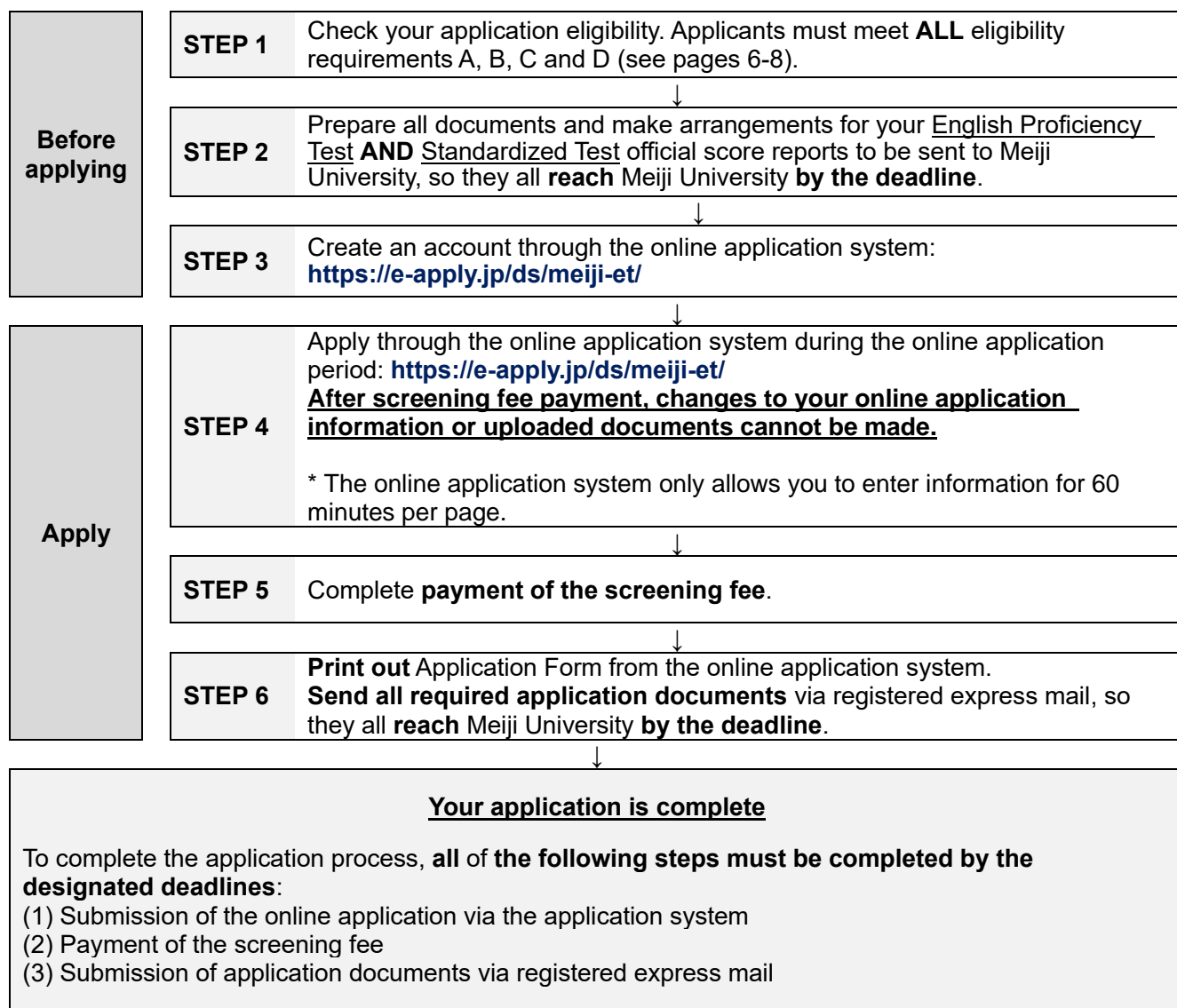
Students are also expected to possess general academic skills when they start the program. They are expected to have gained the ability to organize a wide range of knowledge and to be able to explain this logically.

### III. Admission selection method and enrollment capacity

Admission selection method	
1 <sup>st</sup> Screening	Screening of application documents (refer to VIII. Application document details)
2 <sup>nd</sup> Screening	Interview Screening (online) *Interviews will be offered to applicants who pass the 1 <sup>st</sup> Screening.
Admission decisions will be made comprehensively based on the above screening methods and application documents. Screening results are final. We cannot respond to queries regarding the screening results.	

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

### IV. Application procedures



## V. Important dates

1	Online Application Period	<p><u>Thursday, February 19, 2026, 3:00 pm</u> <u>to Wednesday, March 4, 2026, 2:59 pm</u></p> <p><b>Complete the online application and screening fee payment from:</b> <a href="https://e-apply.jp/ds/meiji-et/">https://e-apply.jp/ds/meiji-et/</a></p> <p>Completing the online application does not complete your application. *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 posted on the above website.</p>				
2	English Proficiency Test and Standardized Test Official Score Report	<p>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 <b>only valid if they reach Meiji University by:</b> <u>Wednesday, March 11, 2026, 4:59 pm</u></p>				
3	Deadline for Application Documents	<p>Send application documents by post or courier. All paper-based application documents <b>must reach</b> the <b>Nakano Academic Affairs Office</b> by: <u>Wednesday, March 11, 2026, 4:59 pm</u></p> <p>(1) <b>Use registered express mail with a tracking number</b> when sending documents (such as DHL, EMS etc.). If mailing domestically (in Japan), please <b>use simplified registered express mail</b> (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.</p> <p><b>Send application documents to:</b></p> <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 中野教務事務室国際日本学部 E T 入試係 電話 03-5343-8057</td></tr></table> <p>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.</p>	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 中野教務事務室国際日本学部 E T 入試係 電話 03-5343-8057
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4	Registration Number	<p>Your registration number will be available in the online application system from <u>Tuesday, May 12, 2026, 3:00 pm.</u> This registration number will be used when announcing results.</p>				
5	Announcement of 1 <sup>st</sup> Screening Results	<p>1<sup>st</sup> Screening results will be announced from <u>Tuesday, May 19, 2026, 10:00 am to Monday, May 25, 2026, 11:59 pm</u> on <a href="https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html">https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html</a>. Notification of 1<sup>st</sup> Screening results as well as the details and schedule of the interview will be provided through the online application system <b>only to those applicants who pass the 1<sup>st</sup> Screening</b> on May 19, 2026.</p>				
6	2 <sup>nd</sup> Screening Interview (Online)	<p><u>Saturday, May 30, 2026</u></p>				
7	Announcement of Admission Results	<p>Admission results will be announced from <u>Tuesday, June 23, 2026, 10:00 am to Monday, June 29, 2026, 11:59 pm</u> on <a href="https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html">https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html</a>. A Notification of Acceptance and admission documents will be sent to all successful applicants by post. See page 14 for admission procedures.</p>				

## 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**.

You can apply regardless of nationality.

### 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 by September 19, 2026, and proved by the submission of official documents (such as a certificate of graduation/completion). If you do not fulfill the educational requirements by September 19, 2026, your enrollment will be canceled.

- a) **Completion or expected completion of 12 years of formal education in countries other than Japan by September 19, 2026.\*** 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, Cognia (including NCA CASI, NWAC and SACS CASI), or COBIS by September 19, 2026.\*** Accreditations from other international organizations are not accepted.  
<List of accepted international accrediting bodies > (In Japanese)  
[http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/006.htm](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 September 19, 2026.\***  
<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](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 September 19, 2026.\***
- e) **Obtained or expectation of obtaining the International Baccalaureate® Diploma by September 19, 2026.\***
- f) **Obtained one of the following university entrance qualifications (predicted grades are not accepted).**  
**French Baccalauréat (France) / Abitur (Germany) / European Baccalaureate Diploma / GCE A level (United Kingdom) / International A level**  
**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 SGJS 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 September 19, 2026.\***
- i) **Fulfilled or expected to fulfill the requirements designated by the Ministry of Education, Culture, Sports, Science and Technology, Japan by September 19, 2026.\***  
(In Japanese) [http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm)
- j) **Recognized individually by SGJS 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 September 19, 2008.

## C. English proficiency test requirements

**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. **Only the English proficiency test scores listed in the table below (1-5) are accepted.**

- (1) Applicants must have the ability to understand lectures conducted in English.
- (2) All applicants must submit the official score report, including applicants who have received primary and secondary education in English. No waivers available.
- (3) The official score report sent by the test organization is only valid if it reaches Meiji University by the deadline for application documents. Photocopies are accepted for IELTS only.
- (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 must match the test date (single 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	Submission Documents and Requirements	
1	<b>TOEFL iBT</b> *Home Edition <u>NOT</u> accepted.	<b>80</b> or above before January 21, 2026 <b>or</b> <b>4</b> or above on or after January 21, 2026	<b>(1) Institutional (Official) Score Report:</b> Request ETS to send your score directly to Meiji University-International Student Center [Code: 7713]. <b>(2) Order details/order confirmation (print out):</b> Print the order details (with the date sent and Institution Code) from your TOEFL account and submit with other application documents. <b>*MyBest Scores <u>NOT</u> accepted;</b> submit score from one single test date.	The test date (single test date) must be between <b>March 12, 2024 and January 31, 2026.</b>
2	<b>IELTS (Academic Module)</b> *including computer-based test *IELTS Online <u>NOT</u> accepted.	<b>6.0</b> or above	<b>(1) Test Report Form (photocopy):</b> Submit a photocopy of your Test Report Form with other application documents. <b>(2) Enter your "Test Report Form Number"</b> on your Application Form (online application) correctly. <b>*One Skill Retake <u>NOT</u> accepted;</b> submit score from original test date.	
3	<b>Cambridge English Qualifications</b> <b>General and higher education:</b> <b>B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency</b> Paper-based, computer-based, and Digital are accepted.	Overall Score <b>169</b> or above	<b>(1) Certifying Statement of Results:</b> Request the testing organization to send your Certifying Statement of Results directly to Meiji University Nakano Campus (→See page 5 for address) <b>(2) Candidate ID and Candidate Secret Number (print out):</b> Print the Confirmation of Entry page with the Candidate ID and Candidate Secret Number and submit with other application documents.	
4	<b>SAT</b> *Digital SAT <u>NOT</u> accepted.	Reading Test: <b>27</b> or above <b>AND</b> Writing and Language Test: <b>28</b> or above	<b>(1) Official Score Report:</b> Request College Board to send your score directly to Meiji University [Code: 3128]. *Both scores must be from the same test date. *The Essay Section is not required. <b>(2) Order details/order confirmation (print out):</b> Print the order details (with the date sent and College code) from your College Board account and submit with other application documents. <b>*Superscores <u>NOT</u> accepted;</b> submit score from one single test date. <b>*Digital SAT is <u>NOT</u> accepted</b> as it does not provide scores for the 'Reading' and 'Writing and Language' tests.	The test date (single test date) must be between <b>March 12, 2021 and January 31, 2026.</b>
5	<b>ACT</b> ACT Online accepted.	English Section: <b>18</b> or above	<b>(1) Official Score Report (College Report):</b> Request ACT to send your score directly to Meiji University [Code: 5520]. *The optional writing and science tests are not required. <b>(2) Order details/order confirmation (print out):</b> Print the order details (with the date sent and College code) from your ACT account and submit with other application documents. <b>*Superscores <u>NOT</u> accepted;</b> submit score from one single test date.	



## D. Standardized test score/examination certificates

**All applicants must submit the official score report of one of the following examinations. Only the official standardized test scores listed in the table below (1-4) are accepted.**

French Baccalauréat (France), Abitur (Germany), European Baccalaureate Diploma, GCE A level (United Kingdom), and International A level do not qualify as official standardized test score/examination certificates.

- (1) The official score report sent by the test organization is only valid if it reaches Meiji University by the deadline for application documents.
- (2) 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.
- (3) 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		Submission Documents and Requirements	
1	SAT Digital SAT accepted.	<b>(1) Official Score Report:</b> Request College Board to send your score directly to Meiji University [Code: 3128]. *The Essay Section is not required. <b>(2) Order details/order confirmation (print out):</b> Print the order details (with the date sent and College code) from your College Board account and submit with other application documents.  <b>*Superscores <u>NOT</u> accepted;</b> submit score from one single test date.	Test date (single test date) must be between <b><u>March 12, 2021 and January 31, 2026.</u></b>
		<b>(1) Official Score Report (College Report):</b> Request ACT to send your score directly to Meiji University [Code: 5520]. *The optional writing and science tests are not required. <b>(2) Order details/order confirmation (print out):</b> Print out order details (with the date sent and College code) from your ACT account and submit with other application documents.  <b>*Superscores <u>NOT</u> accepted;</b> submit score from one single test date.	
3	International Baccalaureate (IB) Diploma  *IB Certificate <u>NOT</u> Accepted.	<b>IB DIPLOMA HOLDERS</b> <b>(1) Transcript of Grades:</b> Request the IB head office to send the Transcript of Grades directly to Meiji University. Select " <b>Meiji Daigaku (Meiji University)</b> " as the recipient institution.	
		<b>IB DIPLOMA CANDIDATES</b> <b>(1) Predicted grades (designated form) (original):</b> If your IB Diploma is not issued by the application deadline, submit the Predicted IB Grades Report Form (downloaded from the <a href="#">English Track Admissions website</a> ). The form must be completed by your IB Diploma programme coordinator, certified by a school official, placed in a sealed school envelope, and signed across the flap by the coordinator. <u>Other formats are not accepted.</u> <b>(2) Transcript of Grades:</b> IB Diploma candidates must also arrange for the Transcript of Grades to be sent directly to Meiji University (recipient institution: "Meiji Daigaku (Meiji University)") by the IB head office. *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	<b>EJU (Examination for Japanese University Admission for International Students)</b>	Only applicants with non-Japanese nationality (including Japanese citizens with dual nationality) can submit the EJU score. <b>(1) Photocopy of the Score Confirmation Report:</b> Enclose a photocopy of the Score Confirmation Report, which meets the following criteria: 1) <b>Examination languages option:</b> <u>English</u> 2) Subject: Japan and the World 3) The examination session must be one of the following: <u>2024-2nd, 2025-1st, 2025-2nd session.</u>	

## 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, January 29, 2026, 11:59 pm**

► 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](mailto: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

Please follow the instructions on the online application system for paying the screening fee.

<https://e-apply.jp/ds/meiji-et/>

- (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

### 3. Payment period

**Thursday, February 19, 2026, 3:00 pm – Wednesday, March 4, 2026, 2:59 pm**

The payment does not complete your application. Ensure that all required application documents reach Meiji University by Wednesday, March 11, 2026, 4:59 pm.

### 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 must make an email request for refund to [<etadmissions@mics.meiji.ac.jp>](mailto:etadmissions@mics.meiji.ac.jp) by Thursday, June 25, 2026, 4:59 pm.  
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

### 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.

## 1. List of application documents and submission method

- ✓ **No late submission is allowed.** Any documents which arrive after the application deadline will be considered invalid.

### A. Documents that must be submitted through the online application system (upload only)

Document	Ref. Page	All Applicants	If Applicable
(2) Color ID photo	11	✓	
(3) Statement of Purpose	11	✓	

### B. Documents that must be submitted by post or courier (registered express mail) \*see page 5

Document	Ref. Page	All Applicants	If Applicable
(1) Application Form (downloaded and <u>printed</u> from the online application system) "Checklist for Application" is only for your reference, and you do not need to send us a copy.	11	✓	
(4) A Color Photocopy of Passport	12	✓	
(5) A Color Photocopy of Residence Card	12		✓
(8) Official High School (Prospective) Graduation Certificate (original) Submit any additional documents relevant to your educational background, in addition to the above certificate. E.g., for those graduating from/who have graduated from high schools in mainland China: CSSD-issued "Verification Report of China High School Academic Proficiency Test (Huikao) Results" or "Verification Report of China Secondary Education Qualification Certificate" (print out)	12-13  13	✓	✓
(9) Official High School Transcripts (original) and Grading Scale	12-13	✓	

### C. Method of submission and documents depends on the test \*see pages 7 and 8

Document	Ref. Page	All Applicants	If Applicable
(6) Official Score Report for English Proficiency	7	✓	
(7) Official Standardized Test Score/Examination Certificates	8	✓	

## 2. Detailed requirements for application documents

- ✓ The **full name** and **date of birth** on all documents **must exactly match your passport**. Otherwise, the application documents will be considered incomplete.
- ✓ Ensure that all text and details on all documents are **clearly legible**. For color copied documents, ensure there is no glare or reflections.

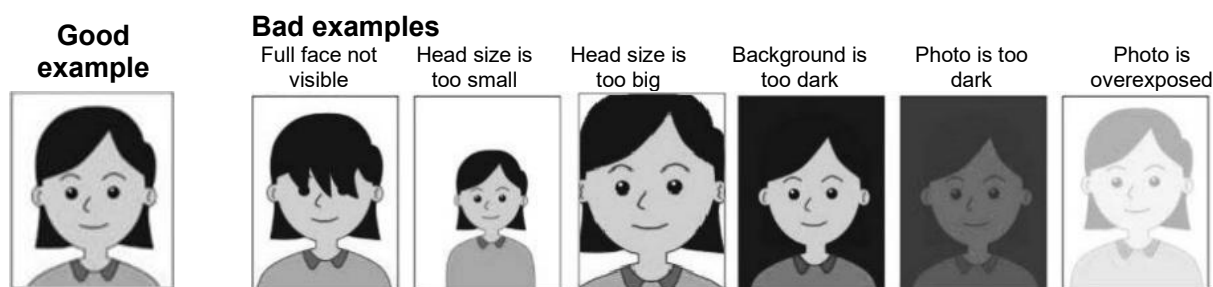
### (1) Application Form - Color Printout, 2 Pages, Single-Sided

Follow the on-screen instructions and complete the online application. After payment of screening fee, **download and print** the Application Form (in color) from the online application system.

### (2) Color ID photo

Upload your color ID photo on the online application system by following the on-screen instructions. You will be asked to crop/resize the photo to the specified size. The photo will be used for verification purposes and on your student ID card after admission. It must meet the following requirements:

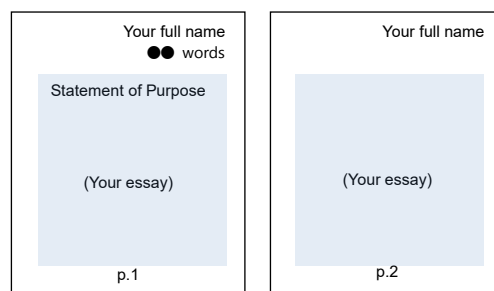
- Format: jpeg, jpg, png, or bmp
- Max. size: 10MB
- Plain background
- **Full front view** of the face (face forward)
- Taken within the last 3 months (to reflect your current appearance)
- Eyeglasses, hats and head coverings are not accepted, unless worn daily for religious beliefs or medical reasons (e.g., vision correction for eyeglasses). The full face must be visible, and the head covering must not cast shadows on the face. Eyeglasses must not obscure the eyes.
- Photos taken of printed images (e.g., printed ID photos) are not accepted.
- **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.



### (3) Statement of Purpose

Produce your essay and upload it to the online application system as a PDF file. The essay must be written **solely by the applicant**.

- **What to include:**
  - 1) Reasons why you wish to study at SGJS
  - 2) What you wish to study at SGJS
  - 3) Plans on how you are intending to apply your studies in the future
- **Essay requirements and formats to follow:**
  - 1) Approximately 1,000 words
  - 2) In English
  - 3) Font: Arial, font size: 12-point, double-spaced
  - 4) Include the following items
    - a. the title: "Statement of Purpose"
    - b. your full name on all pages
    - c. number of words on the first page
    - d. page numbers on all pages



#### (4) A Color Photocopy of Passport

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Submit a color photocopy of your current passport that is 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) A Color Photocopy of Residence Card \*Only for non-Japanese residing in Japan

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If you are a non-Japanese applicant residing in Japan, submit a color photocopy of both the front and back of your Residence Card.

#### (6) Official Score Report for English Proficiency

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See page 7, "C. English proficiency test requirements."

#### (7) Official Standardized Test Score/Examination Certificate

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See page 8, "D. Standardized test score/examination certificates."

#### (8) Official High School (Prospective) Graduation Certificate

#### (9) Official High School Transcript with Grading Scale

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These documents must be **official** and **original**, issued and verified by the school you are attending or attended/graduated from. Please share this information when requesting your school to issue your documents.

- 1) **Original documents must include** one or more of the following **official** marks from the issuing school: **stamp, seal, embossed seal, or watermark.**
  - Digital or electronic seals are **not** accepted, as they may be considered equivalent to photocopies and lack official authentication.
  - Photocopied documents, as well as documents sent by email from schools, will **not** be accepted.
  - Meiji University accepts paper and digital transcripts sent through Parchment.
- 2) Documents **must include all** of the followings:
  - a. **the applicant's full name,**
  - b. **date of birth,**
  - c. **year and month of admission,**
  - d. **year and month of graduation/expected graduation, and**
  - e. **date of issue** - must be on or after November 19, 2025 if you are currently attending high school, and on or after the graduation date if you have graduated from high school.

In addition, **transcripts must include:**

- f. **ALL subjects/grades for the study period at the school,** and
  - g. **the grading scale** – an explanation of the grading system and how grades are assigned (e.g., letter grades, percentages), including the full mark and the minimum passing grade/percentile. If the grading scale is not included on the transcript, provide a document that explains the grading scale used at the institution at the time of your attendance.
- 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>
- 3) Document must be in **English** or **Japanese**. If the original certificate is not in English or Japanese, submit the original document **and** 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.

- 4) We may ask you to provide additional certificates/documents to verify your eligibility.
- 5) Schools may send the documents directly to Meiji University via registered express mail with tracking.
- 6) **If your educational background falls into one of the categories below, you may be required to submit additional documents. See details below.**

**<If your high school is located in mainland China (except for those who meet educational eligibility b), e) or f)>**

**In addition** to the official high school graduation certificate and official high school transcript, you must also submit a printed copy of the [CSSD-issued verification report](#) (via CHSI/学信网), which includes a **Verification QR code**, along with your application documents. Please check the processing time in advance, as it may take approximately one month or more for the verification report to be issued.

- 1) If you are currently attending high school, the **“Verification Report of China High School Academic Proficiency Test (Huikao) Results” in English**. The results will be used to verify your eligibility.
- 2) If you have graduated from high school, the **“Verification Report of China Secondary Education Qualification Certificate” in English**.

**<If you attended more than one high school>**

You must submit your **high school (prospective) graduation certificate** from the school of (prospective) graduation and **transcripts from all schools attended**. If your graduation high school accepted credits from previous schools, the transcript must show grades/marks such as A, B, C for each subject. For example, if a subject from a previous school is marked only as "PASS", it will not be accepted.

**<If your final educational level is university/junior college/vocational school>**

You must submit your graduation certificate and transcript from your high school. Submission of transcripts from university/junior college/vocational school is not necessary.

**<If you are attending/graduated from a Japanese High Schools Accredited by MEXT>**

You must submit a **chosa-sho**, issued and verified by the principal of your current or former school, enclosed and sealed in an official school envelope, instead of the graduation certificate and transcript.

- 1) If you are currently attending a high school with a trimester system, the *chosa-sho* must include all subjects/grades until the first trimester in your senior year.
- 2) If you are currently attending a high school with a semester system, the *chosa-sho* must include all subjects/grades until the spring semester in your senior year.
- 3) If you have graduated from high school, the *chosa-sho* must be issued on or after graduation.

**<If you have not graduated from a high school but passed the high school equivalency examination in your country> \*See educational requirement g).**

You must submit the **original High School Equivalency Diploma (Certificate of Passing)** and **transcript**, which must include your full name, date of birth, year and month of passing, ALL subjects/grades, the date of issue, and an explanation of the grading system including the full mark and the minimum passing grade/percentile. You are also required to submit transcript from the high school, if you have attended any.

**<If you have been educated in a country where primary and secondary education is completed in less than 12 years>**

**In addition** to the official high school graduation certificate and transcript, you must also submit the **Certificate of (Expected) Completion** and **transcript** from the Japanese Preparatory Courses accredited by MEXT.



## IX. Admission procedures

### 1. Delivery of Admission Documents

The Notification of Acceptance, Admission Procedure Guidelines, and other admission documents will be sent to all successful applicants by post on the day the 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.

If your mailing address or contact information changes after the online application, please email [etadmissions@mics.meiji.ac.jp](mailto:etadmissions@mics.meiji.ac.jp) immediately.

### 2. Admission Procedures

**Final deadline for admission procedures: Tuesday, July 14, 2026**

Successful applicants must **pay the admission fee, tuition fee and other fees in full, and send the required documents** by the designated deadline to complete the admission procedures. No enrollment procedures will be accepted after the deadline.

Submitted documents cannot be returned under any circumstances.

Some of the documents required for admission procedures are:

- (1) Certificate of Residence, issued by the local government office in Japan
- (2) Documents verifying university entrance qualifications (such as an official high school graduation certificate and an IB Transcript of Grades), as outlined on pages 6 and 8.

\*For those who graduated high school located in mainland China: "Verification Report of China Secondary Education Qualification Certificate" issued by CSSD in English is also necessary.

For details, please refer to the Admission Procedure Guidelines.

### 3. 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** need to apply for a Certificate of Eligibility (COE) if they need a "Student" visa to study in Japan. The COE is required to obtain the visa and is issued by the Ministry of Justice. Since it usually takes 2 to 3 months to process, **successful applicants who wish to enroll** should prepare and submit the necessary documents as soon as they receive their admission result. Successful applicants will receive a notification regarding the visa application together with the admission documents by post.

## XI. Tuition and fees

### Admission and other fees for the incoming class of 2026 (School of Global Japanese Studies) (Unit: Japanese yen)

Academic year		Fall 2026	2027	2028	2029
Item					
Academic fees	Admission fee	200,000	—	—	—
	Tuition fee	541,500	1,085,500	1,090,500	1,095,500
	Educational development fee	129,000	258,000	258,000	258,000
	Lab fee	5,000	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)		890,500	1,368,500	1,373,500	1,408,500
<b>Amount to be paid in each semester:</b>					
<b>Spring Semester</b>		—	<b>690,500</b>	<b>693,000</b>	<b>725,500</b>
<b>Fall Semester</b>		<b>890,500</b>	<b>678,000</b>	<b>680,500</b>	<b>683,000</b>

- The Academic fees and Miscellaneous fees for 2030 have not been determined yet.
- 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
Fall Semester in 2026	Admission fee + Tuition fee for Fall Semester 2026 + Half the amount of the annual Educational development fee and Lab fee + Miscellaneous fees	The full payment must be completed by July 14, 2026 (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	May 15
Fall Semester in subsequent years	Tuition fee for Fall Semester + Half the amount of the annual Educational development fee and Lab fee	October 31

- 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 September 2026 Admission or the list enclosed with the Fee Transfer Form (payment slip) that will be sent to students after enrollment.