



Application Guidelines for September 2027 Admission

School of Global Japanese Studies

Undergraduate Program

-English Track-

Meiji University

School of Global Japanese Studies (SGJS)

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

E-mail: 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

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

If an applicant has a physical or mental disability that requires special consideration during the admission process or while studying at Meiji University, please email 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 to the English Track Admissions Team, School of Global Japanese Studies Office.

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

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

■ FAQ: https://www.meiji.ac.jp/cip/english/undergraduate/nippon/englishtrack/sgjs_et_faq.html

■ Email: 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 course offered in Japanese at SGJS.

2. Application eligibility

- (1) If you have any questions or concerns about your educational eligibility after having read pages 6-8, please complete and submit 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**. You are responsible for meeting all deadlines, regardless of whether you are in ongoing communication with Meiji University.
- (2) Any documents that arrive after the application deadline will be considered invalid.
- (3) Your application will be deemed invalid and will not be considered for screening if you do not meet the eligibility requirements, if your application documents are incomplete, or if they are not submitted in accordance with the specified submission method.
- (4) Once you submit your online application and application documents, you cannot make any changes.
- (5) Once submitted, application documents will not be returned.
- (6) We do not respond to individual inquiries regarding the arrival of documents, including those sent directly from schools and test institutions. Please check the delivery status using the tracking number provided by the postal or courier service.
- (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 and no-reply@e-apply.jp) to your list of safe senders to ensure that you receive important messages.
- (8) Please respond promptly if we contact you about your application. Failure to respond may affect your application. If you cannot answer right away, please notify us immediately.
- (9) If necessary, to verify 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 applicants invited to 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 day of the interview, they will not be eligible to reschedule the interview or receive a refund.

5. Notice Regarding Misconduct or Suspected Fraudulent Activity

- (1) Applicants are strictly prohibited from looking at notes, using or possessing additional or unauthorized devices (such as mobile phones, smartphones, tablets, or wearable technology including earphones, headphones, smart glasses, and smartwatches, etc.), accessing AI-powered tools or online searches, or using anything other than the designated interview platform, or allowing a device to ring during the interview. Any use or perceived use of unauthorized resources, regardless of intent, 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, as well as all Meiji University entrance examinations for the relevant academic year for which the applicant has already applied, will be invalidated.
 - b The applicant's 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, the matter may be reported to the police or other appropriate measures may be taken.

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	
1st Screening	Screening of application documents (refer to VIII. Application document details)
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. 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

Before applying	STEP 1	Check your application eligibility. Applicants must meet all eligibility requirements A, B, C and D (see pages 6-8).
	STEP 2	Prepare all documents and make arrangements for your English Proficiency Test and Standardized Test official score reports (see pages 7-8) to be sent to Meiji University, so they all reach Meiji University by the deadline .
	STEP 3	Create an account through the online application system: https://e-apply.jp/ds/meiji-et/ You may create your account beginning on January 29, 2027.
Online Application	STEP 4	Apply through the online application system during the online application period. You are required to upload a color ID photo and a Statement of Purpose (see page 11). https://e-apply.jp/ds/meiji-et/ * After payment of the screening fee, you cannot change the information entered in your online application or replace uploaded documents. * The online application system allows you to enter information for up to 60 minutes per page. You can temporarily save your application.
Screening fee	STEP 5	Complete payment of the screening fee through the online application system: https://e-apply.jp/ds/meiji-et/
Application documents submission	STEP 6	Print the Application Form from the online application system. Send all required application documents (see pages 10-14) by registered express mail so they all reach Meiji University by the deadline .



Your application is complete.

To complete the application process, **all of the following steps must be completed by the designated deadlines**:

1. Submission of the online application via the online application system
2. Payment of the screening fee via the online application system
3. Submission of application documents via registered express mail

V. Important dates

1	Online Application Period	<p>Thursday, February 4, 2027, 3:00 pm to Wednesday, February 17, 2027, 2:59 pm</p> <p>Complete the online application and screening fee payment from: https://e-apply.jp/ds/meiji-et/ Completing the online application does not complete your application.</p> <p><small>*The online application system may be temporarily unavailable due to system maintenance. Please prepare and apply well before the deadline. The maintenance schedule will be posted on the above website.</small></p>									
2	English Proficiency Test and Standardized Test Official Score Report Submission Deadline	<p>Check the testing 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:</p> <p>Wednesday, February 24, 2027, 4:59 pm</p>									
3	Application Documents Submission Deadline	<p>Application documents must be sent by post or courier to the address below, using the applicable mailing method. All paper-based application documents must reach the School of Global Japanese Studies Office by:</p> <p>Wednesday, February 24, 2027, 4:59 pm</p> <p>Please allow enough time for delivery and send them well in advance.</p> <table border="1"> <tr> <td></td><td>From outside Japan:</td><td>From within Japan:</td></tr> <tr> <td>Method:</td><td>Registered express mail with a tracking number, such as DHL, or EMS</td><td>Simplified registered express mail (速達+簡易書留)</td></tr> <tr> <td>Send to:</td><td>Meiji University School of Global Japanese Studies Office English Track Admissions Team 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan TEL: +81-3-5343-8045</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 国際日本学部事務室 E T 入試係</td></tr> </table> <p>Documents sent to an address other than the one specified above, as well as documents submitted by email, will be considered invalid.</p>		From outside Japan:	From within Japan:	Method:	Registered express mail with a tracking number , such as DHL, or EMS	Simplified registered express mail (速達+簡易書留)	Send to:	Meiji University School of Global Japanese Studies Office English Track Admissions Team 4-21-1 Nakano, Nakano-ku, Tokyo 164-8525 Japan TEL: +81-3-5343-8045	〒164-8525 東京都中野区中野 4-21-1 明治大学中野キャンパス 国際日本学部事務室 E T 入試係
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4	Registration Number	<p>Your registration number will be available through the online application system from Thursday, May 6, 2027, 3:00 pm. This registration number will be used when announcing results.</p>									
5	Announcement of 1 st Screening Results	<p>1st Screening results will be announced from Thursday, May 13, 2027, 10:00 am to Wednesday, May 19, 2027, 11:59 pm on https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html. Applicants who pass the 1st Screening will receive their results and details of the interview through the online application system on May 13, 2027. No notification will be sent to unsuccessful applicants.</p>									
6	2 nd Screening Interview (Online)	<p>Saturday, May 22, 2027</p>									
7	Announcement of Admission Results	<p>Admission results will be announced from Tuesday, June 8, 2027, 10:00 am to Monday, June 14, 2027, 11:59 pm on https://www.meiji.ac.jp/cip/english/undergraduate/nippon/index.html. Successful applicants will receive a Notification of Acceptance and admission documents by post. See page 15 for admission procedures. No notification will be sent to unsuccessful applicants.</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) through (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, you must obtain them by September 19, 2027, and provide proof by submitting the official documents (such as a certificate of graduation/completion). If you do not fulfill the educational requirements by September 19, 2027, your enrollment will be canceled.

- (a) **Completion or expected completion of 12 years of formal education in countries other than Japan by September 19, 2027.*** Completion of formal education must qualify the applicant for university admission 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, 2027.*** 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
- (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, 2027.***
<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 September 19, 2027.***
- (e) **Obtained, or expected to obtain, the International Baccalaureate® Diploma by September 19, 2027.***
- (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 and certificates 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 their country, by September 19, 2027.***
- (i) **Fulfilled or expected to fulfill the requirements designated by the Ministry of Education, Culture, Sports, Science and Technology, Japan by September 19, 2027.***
(In Japanese) http://www.mext.go.jp/a_menu/koutou/shikaku/07111314.htm
- (j) **Individually recognized 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, 2009.

C. English proficiency test requirements

All applicants must achieve the required score in one of the following English proficiency tests. **Only the English proficiency test scores listed in the table below (1-5) are accepted.**

- (1) All applicants must submit the official score report, including applicants who completed their primary and secondary education in English. No waivers are available.
- (2) The documents listed in the table below will be valid only if they **reach Meiji University by the deadline for application documents**. Photocopies are accepted for IELTS only.
- (3) Your **full name** and **date of birth** on the official score report must **exactly match** those on your passport. If the information does not match, your English proficiency test score will be considered invalid.
- (4) **The test date (single test date) and the score you enter in the online application must match the official score report.** You cannot change this information after you submit the online application. Make sure that you enter this information accurately. If the information does not match, your test score will be considered invalid.

	Approved Tests	Required Score(s)	Submission Documents and Requirements	
1	TOEFL iBT *Home Edition <u>NOT</u> accepted.	80 or above before January 21, 2026 or 4 or above on or after January 21, 2026	(1) Institutional (Official) Score Report: Request ETS to send your score directly to Meiji University-International Student Center [Code: 7713]. (2) Order details/order confirmation (print out): Print the order details (with the date sent and Institution Code) from your TOEFL account and submit them with your other application documents. *MyBest Scores <u>NOT</u> accepted; submit score from one single test date.	
2	IELTS (Academic Module) *including computer-based test *IELTS Online <u>NOT</u> accepted.	6.0 or above	(1) Test Report Form (photocopy): Submit a photocopy of your Test Report Form with your other application documents. (2) Enter your "Test Report Form Number" accurately in the online application (Application Form). *One Skill Retake <u>NOT</u> accepted; submit score from original test date.	The test date (single test date) must be between February 18, 2025 and January 14, 2027.
3	Cambridge English Qualifications General and higher education: B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency Paper-based, computer-based, and Digital are accepted.	Overall Score 169 or above	(1) Certifying Statement of Results: Request the testing organization to send your Certifying Statement of Results directly to Meiji University Nakano Campus (→See page 5 for address) (2) Candidate ID and Candidate Secret Number (print out): Print the Confirmation of Entry page with the Candidate ID and Candidate Secret Number and submit them with your other application documents.	
4	SAT *Digital SAT <u>NOT</u> accepted.	Reading Test: 27 or above AND Writing and Language Test: 28 or above	(1) Official Score Report: 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. (2) Order details/order confirmation (print out): Print the order details (with the date sent and College code) from your College Board account and submit them with your other application documents. *Superscores <u>NOT</u> accepted; submit score from one single test date. *Digital SAT is <u>NOT</u> accepted as it does not provide scores for the 'Reading' and 'Writing and Language' tests.	The test date (single test date) must be between February 18, 2022 and January 14, 2027.
5	ACT ACT Online accepted.	English Section: 18 or above	(1) Official Score Report (College Report): Request ACT to send your score directly to Meiji University [Code: 5520]. *The optional writing and science tests are not required. (2) Order details/order confirmation (print out): Print the order details (with the date sent and College code) from your ACT account and submit them with your other application documents. *Superscores <u>NOT</u> accepted; submit score from one single test date.	

Note: The order details/order confirmation is not a photocopy of the official score report.

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 documents listed in the table below will be valid only if they **reach Meiji University by the deadline for application documents**. Photocopies are accepted for EJU only.
- (2) Your **full name** and **date of birth** on the official score report must **exactly match** those on your passport. If the information does not match, your standardized test score will be considered invalid.
- (3) **The test date (single 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 information 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.	(1) Official Score Report: Request College Board to send your score directly to Meiji University [Code: 3128]. *The Essay Section is not required. (2) Order details/order confirmation (print out): Print the order details (with the date sent and College code) from your College Board account and submit them with your other application documents. *Superscores NOT accepted; submit score from one single test date.	Test date (single test date) must be between February 18, 2022 and January 14, 2027.
		(1) Official Score Report (College Report): Request ACT to send your score directly to Meiji University [Code: 5520]. *The optional writing and science tests are not required. (2) Order details/order confirmation (print out): Print out order details (with the date sent and College code) from your ACT account and submit them with your other application documents. *Superscores NOT accepted; submit score from one single test date.	
3	International Baccalaureate (IB) Diploma *IB Certificate NOT Accepted.	IB DIPLOMA HOLDERS (1) Official Transcript of Grades: Request the IB head office to send the Transcript of Grades directly to Meiji University. Select "Meiji University (Meiji Daigaku)" as the recipient institution.	
		IB DIPLOMA CANDIDATES (1) Predicted grades (designated form) (original): If your IB Diploma is not issued by the application deadline, submit the Predicted IB Grades Report Form (downloaded from the English Track Admissions website). The form must be completed by your IB Diploma programme coordinator or counselor, certified by a school official, placed in a sealed school envelope, and signed across the flap by the coordinator or counselor. <u>Other formats are not accepted.</u> <u>Photocopied documents, as well as documents sent by email from schools, will not be accepted.</u> (2) Transcript of Grades: IB Diploma candidates must also arrange for the Transcript of Grades to be sent directly to Meiji University (recipient institution: "Meiji University (Meiji Daigaku)") 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	EJU (Examination for Japanese University Admission for International Students)	Only applicants with non-Japanese nationality (including Japanese citizens with dual nationality) can submit the EJU score. (1) Photocopy of the Score Confirmation Report: Submit a photocopy of the Score Confirmation Report, which meets the following criteria: 1) Examination languages option: English 2) Subject: Japan and the World 3) The examination session must be one of the following: 2025-2nd, 2026-1st, 2026-2nd session.	

Note: Order details and order confirmations are not photocopies of official score reports.

Eligibility Screening

Applicants 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.**

Final deadline: Monday, January 4, 2027, 11:59 pm

► You can download the designated form 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 (1,045 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 4, 2027, 3:00 pm – Wednesday, February 17, 2027, 2:59 pm

The payment does not complete your application. Ensure that all required application documents reach Meiji University by Wednesday, February 24, 2027, 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 request a refund by email to [<etadmissions@mics.meiji.ac.jp>](mailto:etadmissions@mics.meiji.ac.jp) by Thursday, June 10, 2027, 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 to your bank account by **bank transfer. 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

- ✓ **Late submission is not accepted.** 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) The "Checklist for Application" should not be submitted.	11	✓	
(4) Color Photocopy of Passport Biographical Page and Facing Page	12	✓	
(5) Color Photocopy of Residence Card (Both Sides)	12		✓
(8) Original Official High School Graduation or Expected Graduation Certificate 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)	12-14 13-14	✓	✓
(9) Original Official High School Transcripts with Grading Scale	12-14	✓	

C. Documents and submission method depend on the test

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 **invalid**.

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

Follow the on-screen instructions to complete the online application. **After payment of the screening fee, download and print** the Application Form **in color** from the online application system. Do not staple.

(2) Color ID Photo

Upload your color ID photo that **clearly shows your face** to the online application system by following the on-screen instructions. The photo will be used for identification and verification purposes, including on the day of the interview, and will also be used on your student ID card after admission.

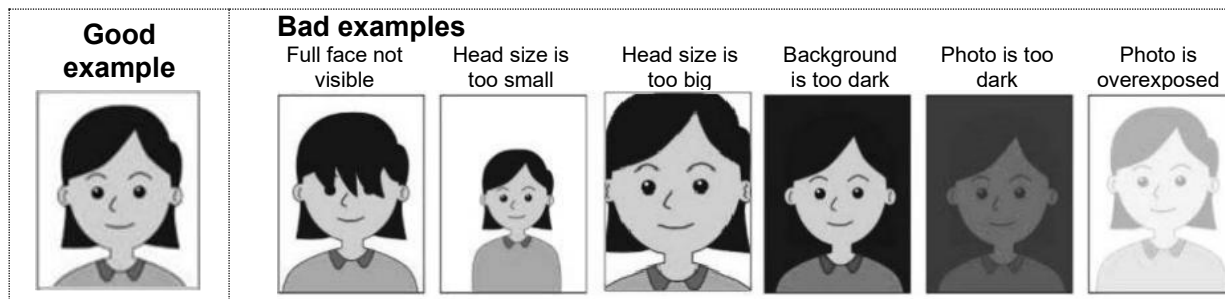
▪ **Your color ID photo must:**

- Be an **original digital color photo** (accepted formats: JPEG, JPG, PNG, or BMP; maximum 10 MB)
- Be **unaltered** (no editing, filters, retouching, or other image enhancements)
- Have been taken within the **last 3 months** to accurately reflect your current appearance.
- Have a **plain background**.
- Show a **full, front-facing view of your face (face forward)**, looking directly at the camera.
- Show you without eyeglasses, a hat, or a head covering, except when worn daily for religious or medical reasons (e.g., vision correction for eyeglasses). Your full face and eyes must be clearly visible, and head coverings must not cast shadows on the face. Eyeglasses must not obscure the eyes.

▪ **The following will not be accepted:**

- Photographs, scans or photocopies of printed photographs.
- Eyes or facial contours obscured by hair or shadows.

If your photo is deemed unsuitable for identification due to image processing or other issues, you may be required to submit a new photograph. Submitting an altered or inappropriate photograph may be considered misconduct.



(3) Statement of Purpose

Produce your essay and upload it as a PDF file through the online application system. The essay must be written **solely by the applicant**. No changes can be made after payment of the screening fee.

▪ **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 intend 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 all of the following:
 - a. the title: "Statement of Purpose"
 - b. your full name on all pages
 - c. the word count on the first page
 - d. page numbers on all pages

Your full name ●● words Statement of Purpose (Your essay) p.1
Your full name (Your essay) p.2

(4) Color Photocopy of Passport Biographical Page and Facing Page

Submit a clear color photocopy of **both facing pages** of your current passport, including the page with your photo and personal details. Your passport must be valid at the time of application, and you must present the same passport at the interview. Do not submit the visa page.

- The photocopy must **not be cropped and must show all four corners**. All information must be **clearly visible and legible**, with no glare or reflections. Do not submit a printout of a photo of your passport.
- If you hold **dual nationality**, submit a photocopy of each passport.

(5) Color Photocopy of Residence Card (Both Sides) *Only for non-Japanese residing in Japan

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

- The photocopy must **not be cropped and must show all four corners**. All information must be clearly **visible and legible**, with no glare or reflections.

(6) Official Score Report for English Proficiency

See **page 7**, “C. English proficiency test requirements,” for the requirements and documents to be submitted.

(7) Official Standardized Test Score/Examination Certificate

See **page 8**, “D. Standardized test score/examination certificates,” for the requirements and the documents to be submitted.

(8) Original Official High School Graduation or Expected Graduation Certificate

(9) Original Official High School Transcript with Grading Scale

These documents must be **original** and **official**, issued and certified by the high school you are attending or graduated from. They are also used to verify your educational eligibility (page 6).

When requesting these documents, share these requirements with your school. If the documents are issued in a sealed envelope, do not open it, and confirm with your school that all required information is included before submission.

1) **Requirements for original official documents:**

Each original official document **must bear** the issuing school's clearly identifiable **official ink stamp** or **embossed seal** on the document itself.

▪ **The following will not be accepted:**

- documents bearing only a digital or electronic seal, as such documents may be treated as photocopies and may lack official authentication;
- photocopies; or
- documents sent by email, including those sent directly by schools.

2) **Documents must include **all** of the following:**

- the applicant's full name,**
- date of birth,**
- year and month of admission,**
- year and month of graduation/expected graduation, and**
- date of issue**, which must be on or after November 4, 2026 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:**

- ALL subjects and grades for the entire period of attendance at the school, and**
- the grading scale** used by the school during your period of attendance. It must show the grading system used (e.g., letter grades, numerical scores, percentages, GPA, classifications, or other grading methods), the maximum possible grade or score, the minimum passing grade or score, and the meaning of each grade, score, percentage, GPA, or classification shown on the transcript. If the grading scale is not printed on the transcript, submit a document explaining it.

2) (continued)

- If the official high school transcript includes all the required information, the graduation certificate can be substituted with the official transcript.
 - If the (expected) 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/Expected 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>
 - Do not submit your diploma. Neither an original diploma nor a photocopy will be accepted.
- 3) Documents must be in **English** or **Japanese**. If the original certificate is not in English or Japanese, submit the **original** document (that bears an official ink stamp or embossed seal from the issuing school) **and** attach an **original** English or Japanese translation prepared by a qualified notary. The translation must include a statement certifying that it is a true and accurate translation of the original document. 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 by registered express mail with tracking.
- 6) Meiji University accepts paper and digital certificates and transcripts sent directly through Parchment.
- 7) **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 original official high school (expected) graduation certificate and transcript, you must also submit a **printed copy** of the **CSSD-issued verification report** (<https://www.chsi.com.cn/en/pvr/>) (via **CHSI/学信网**), which must include 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. Submission by email is **not** accepted.

- 1) If you are currently attending high school, submit 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, submit the “**Verification Report of China Secondary Education Qualification Certificate**” in **English**.

If you attended more than one high school

You must also submit your **original official** transcripts and grading scale issued by all previously attended high schools. Certified true copies of transcripts from previously attended high schools that are issued by your most recent school will not be accepted.

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

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

If you attend or have graduated from a Japanese high school accredited by MEXT

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

- 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 official high school equivalency diploma (certificate of passing) and transcript**. Both documents must bear the issuing institution's **official ink stamp or embossed seal**. Digital and electronic seals are **not** accepted. The documents must include your full name, date of birth, year and month of passing, all subjects and grades, date of issue, and an explanation of the grading system, including the maximum possible grade and the minimum passing grade or percentage.

You must also submit original official transcripts from all high schools you attended.

- Meiji University accepts paper and digital certificates and transcripts sent directly through Parchment.
- For the Japanese Upper Secondary School Equivalency Examination and University Entrance Qualification Examination, submit the Certificate of Record sealed in an official MEXT envelope (Certificate of Passing is not necessary).

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

In addition to the original official high school graduation certificate and transcript, you must also submit the original official **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 that 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 submitting your online application, please email etadmissions@mics.meiji.ac.jp immediately.

2. Admission Procedures

Final deadline for admission procedures: Tuesday, June 29, 2027

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. Admission procedures cannot be completed 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 original official high school graduation certificate and an IB Transcript of Grades), as outlined on pages 6 and 8.

*Those who graduated from a high school in mainland China must also submit the "Verification Report of China Secondary Education Qualification Certificate" issued by CSSD in English.

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 Immigration Service Agency. 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 2027 (School of Global Japanese Studies) (Unit: Japanese yen)

Academic year		Fall 2027	2028	2029	2030
Item					
Academic fees	Admission fee	200,000	—	—	—
	Tuition fee	544,000	1,090,500	1,095,500	1,100,500
	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)		893,000	1,373,500	1,378,500	1,413,500

Amount to be paid in each semester:

Spring Semester	—	693,000	695,500	728,000
Fall Semester	893,000	680,500	683,000	685,500

- The Academic fees and Miscellaneous fees for 2031 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 2027	Admission fee + Tuition fee for Fall Semester 2027 + Half the amount of the annual Educational development fee and Lab fee + Miscellaneous fees	The full payment must be completed by June 29, 2027 (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 a student's period of study.** For further details, please refer to the Admission Procedure Guidelines for September 2027 Admission or the list enclosed with the Fee Transfer Form (payment slip) that will be sent to students after enrollment.