1. **[List of Study Abroad and Internship Program]**  
   Södertörn University  
   Please refer to the separate sheet for more information.

2. **[Program Period]**  
   One semester to a maximum of one academic year starting February 2021.  
   
   Departure or return dates differ according to the academic calendar of each institution.
   
   ※For students who are in their 4th year and considering to participate in the Study Abroad and Internship Program in the spring semester must well consider about their graduation requirements and their job hunting schedule. 4th year students might not be able to satisfy their graduation requirements by participating in the program in the spring semester. If they wish to participate in the program in their 4th year period, they must contact the Nakano Academic Affairs Office (SGJS office) before they apply for the program.

3. **[Program Fees]**   
   Students must pay all fees at their own expense  
   Students must pay the tuition fee for both Meiji University and their host institutions to participate in the Study Abroad and Internship Program.
   
   The List of Study Abroad and Internship Program for the academic year 2020 (separate sheet) shows fees for 2019. The program fees are subject to change. Please note that participants need to bear fees for visa application, travel expenses, international travel insurance and other fees designated by each host institution, as well as their living expenses. These fees vary depending on foreign exchange rate and lifestyle of the participant.

4. **[Grant]**  
   The School of Global Japanese Studies offers a grant called “SGJS Study Abroad Grant” to assist participants of the Study Abroad and Internship Program with their payment for the program fees for SGJS. This grant will partially subsidize their tuition fee for SGJS depending on the duration and the cost of their participating programs. (Application period is scheduled to be announced in October, 2019.)  
   Application Requirements:  
   Applicants must meet the following three criteria.  
   a. Applicants must have GPA 2.0 or above.  
   b. Applicants must earn 80% or more of the maximum allowed credits by the end of the previous academic year.
c. Applicants must pay the tuition for the spring semester by the designated deadline in the academic year which they participate in the Study Abroad and Internship Program.

※ Candidates are to be selected according to the overall evaluation of academic records and an interview. Please note that all candidates do not always receive the grant. Also, the total amount of grant will differ depending on the program period and the program fees.
※ Recipients of the Meiji University Special Scholarship cannot receive this grant.
※ You will first need to pay the tuition and fees for both host institution and Meiji University without subsidies. Recipients will later be announced in July 2020, followed by payment.

5. [Credit Transfer]
Program participants can apply for credit transfer to SGJS from their host institution. Those who entered in academic year 2013 or after can be approved to transfer a maximum of 24 Meiji credits per semester, and those who entered in 2012 or before can be approved to transfer a maximum of 20 Meiji credits per semester.
※ Credits participants earn at their host institution will be approved as credits of SGJS, based on the contents and total number of lecture hours. The number of approved credits may not be the same as the credits which participants earned at their host institution.

6. [Application Requirements]
Applicants must meet the following five criteria.
(1) Applicants must meet all criteria, including language requirements, designated by the host institution.
※ Applicants must have a valid TOEFL iBT or IELTS scores which are valid when they arrive at their host institution (February 2021). TOEFL iBT and IELTS scores are valid for two years after their test date.
(2) Applicants must be in good health and have no problem to study abroad during the program.
※ Those who have chronic diseases or any pre-existing conditions must get an approval of their physician before applying for the program.
(3) Applicants must understand required expenses for the program and have enough funds.
※ Applicants who successfully pass the SGJS internal screening will be required to submit their financial statement when applying for their host institutions.
(4) Applicants must understand and agree to the term and conditions indicated on the “Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program)” and get an approval of their guarantor.
(5) Applicants with non-Japanese citizenship may not be allowed to join programs in their home countries.
7. 【How to Apply, Application Deadline, and Where to Submit】

Both of the following procedures are necessary for the application.

(1) Online application
(2) Submission of all the application documents

Submission deadline for (1) and (2): 4:00 pm Tuesday, June 30th, 2020

Once you register the online application form, you need to submit the application documents to Counter No.4, Nakano Campus Office by the deadline. The applicant must submit them by themselves.

(1) Online application
Registration deadline: 4:00 pm Tuesday, June 30th, 2020

Visit the Meiji University official website and login to Oh-o! Meiji System
→Click the “HOME” tab
→Click “Questionnaires” titled “2021 Study Abroad and Internship Program (SPRING)”
→Answer questions

(2) Application Documents
Please submit the following ① to ⑦.
Submission deadline: 4:00 pm Tuesday, June 30th, 2020

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Notes</th>
</tr>
</thead>
</table>
| ① 2020 SGJS Study Abroad and Internship Program (SPRING) Application Form (Designated form) | ・Type and print double sided (A4 size, up to one sheet only)
・Please have your signature and complete the checklist by handwriting after printing it out. (in black ink)
・Erasable pen is not acceptable. |
| ② Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program) (Designated form) | ・Print double sided (A4 size, up to one sheet only)
・Applicants’ guarantor must sign the agreement.
・Applicants are recommended to prepare this document well in advance.
・Erasable pen is not acceptable. |
| ③ Self-introduction | - Type and print double sided on A4 size paper  
Font: Times New Roman  
Font size: 12 point  
Number of words: 900-1100 words  
Essay must include the following items:  
   1) Your experience until now, 2) Your intention when tackling issues, 3) Your thoughts about studying abroad, 4) Others  
* Describe your name and student ID number on the top-right corner of the paper.  
* Describe the total number of words.  
* Include the title, “Statement of Purpose to Study Abroad”. |
| ④ Statement of Purpose to Study Abroad (in English) | - Type and print double sided (A4 size, up to one sheet only)  
Font: Times New Roman  
Font size: 12 point  
Number of words: 900-1100 words  
Essay must include the following items:  
   1) What made you apply for this program  
   2) Study/Research plan at your host institution  
   3) Your future goal/career plan  
* Describe your name and student ID number on the top-right corner of the paper.  
* Describe the total number of words.  
* Include the title, “Statement of Purpose to Study Abroad”. |
| ⑤ TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy) | - It cannot be returned after submission  
- If you will not be able to submit the original copy by the application deadline, please refer to the “Notes for submitting the TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)”. |
| ⑥ Most Recent Academic Report | - It can be downloaded from the Oh-o! Meiji portal site.  
- Please note that an Official transcript issued by the automated certificate issuing machine cannot be accepted. |
| ⑦ A photocopy of Passport ID page | - This must include the applicant's name, date of birth, passport number, and photo.  
- Applicants with dual citizenship must submit photocopies of both passports.  
- Passport must be valid at the time of the SGJS internal screening.  
【Applicants who do not have their valid passport OR Applicants with passports expiring within six months after the program end date】  
Please prepare valid passport for the participating program by the end of August 2019. |
8. Notes for submitting the TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)

If you are not able to submit the original copy of TOEFL Test Taker Score Report by the application deadline, you can submit a copy of your TOEFL-iBT online score report. In this case, however, you need to submit the original copy of TOEFL Test Taker Score Report by 4pm, Friday, August 30, 2019. Please note that for those who would like to use IELTS score must submit the original copy by the application deadline. The online score report is not acceptable.

Will you apply with TOEFL score, or IELTS score?

TOEFL score

- Are you able to submit the original copy of your TOEFL Test Taker Score Report by 4:00pm, Tuesday, June 30th?
  - Yes
    - Submit the original copy of your TOEFL Test Taker Score Report with other application documents.
      - Submission Deadline: 4:00pm, Tuesday, June 30th, 2020
  - No
    - Print the score on TOEFL iBT My Home Page including your name and address. Submit it with other application documents.
      - Submission Deadline: 4:00pm, Tuesday, June 30th, 2020

IELTS score

- Submit the IELTS Test Report Form (Original Copy) with other application documents.
  - Submission Deadline: 4:00pm, Tuesday, June 30th, 2020

Submit the original copy of your TOEFL Test Taker Score Report.

- Submission Deadline: 4:00pm, Friday, August 28, 2020
9. **[Screening Method]**
At the SGJS internal screening, candidates are selected according to the overall evaluation of their GPA, application documents, and an interview. Although Meiji University will recommend all candidates to their host institutions, the final decision of acceptance is made by the host institutions.

10. **[Important dates for the program (tentative)]**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-April, 2019</td>
<td>Application begins</td>
</tr>
<tr>
<td>4:00 pm Tuesday, June 30, 2020</td>
<td>Registration deadline for online application.</td>
</tr>
<tr>
<td></td>
<td>Submission deadline for the application documents.</td>
</tr>
<tr>
<td>Mid-July, 2020</td>
<td>SGJS Internal screening</td>
</tr>
<tr>
<td>Late July 2020</td>
<td>Announcement of SGJS Internal screening results</td>
</tr>
<tr>
<td>4:00 pm Friday, August 28, 2020</td>
<td>Final submission deadline for the original copy of TOEFL iBT score report (For those who have not submitted one only)</td>
</tr>
<tr>
<td>Early September 2020</td>
<td>Recommend candidate students to host institutions</td>
</tr>
<tr>
<td>October to November 2020</td>
<td>Letter of Acceptance from host institutions, Application for the SGJS grants</td>
</tr>
<tr>
<td>November to January 2021</td>
<td>Application for Visa or other required permission, Housing arrangement, Vaccinations, Application for an International travel insurance, Flight arrangements</td>
</tr>
<tr>
<td>Late January 2021</td>
<td>Pre-departure orientation</td>
</tr>
<tr>
<td>Early February 2021</td>
<td>Departure</td>
</tr>
<tr>
<td>June 2021</td>
<td>Returning to Japan (Students who join the program for one semester), Submission of the following documents: Notification of Return from Study Abroad, Request of Credit Transfer, Report, etc.</td>
</tr>
<tr>
<td>July 2021</td>
<td>SGJS grants are provided</td>
</tr>
<tr>
<td>October 2021</td>
<td>Presentation at the Study Abroad Program Post-return session</td>
</tr>
<tr>
<td>January 2022</td>
<td>Returning to Japan (Students who join the program for one academic year), Submission of the following documents: Notification of Return from Study Abroad, Request of Credit Transfer, Report, etc.</td>
</tr>
</tbody>
</table>

11. **[Other Important Notes]**
(1) Although students can apply for both the Meiji University student exchange program and the SGJS Study Abroad and Internship Program, please do not withdraw from SGJS Study Abroad and Internship Program once you are chosen as a candidate.

(2) The original copy of TOEFL iBT Test Taker Report/ IELTS Test Report Form cannot be returned once they are submitted.

(3) Students must follow the necessary procedures for their study abroad programs on their own through online application or by making contact with the host institution directly via email, or telephone calls.
(4) Students must well consider about joining the program before they apply, because they are not allowed to withdraw from the program without an unavoidable reason once they are chosen as a participant.

(5) If a host institution asks participants from SGJS to travel as a group, they must depart (return) from (to) Japan, using the flight designated by SGJS. In that case, they are not allowed to change the flight.

(6) Since all important information regarding the study abroad programs will be posted on students’ Oh-o! Meiji portal site, students are recommended to check their Oh-o! Meiji portal site regularly.

(7) Orientations will be held for successful candidates. Attendance for orientations are compulsory for them.

(8) Applicants must complete their application procedures by each deadline date. Late application or submission may cause trouble for other successful applicants.

(9) Study Abroad and Internship Program is not an individual trip but an official program of SGJS. Therefore, students must concentrate on their study during the program period and must not join dangerous activities such as ones that are not covered by the international travel insurance including driving a car/ motorbike.

(10) In case of an accident, SGJS will try to do its best to support its students. However, if students become involved in an accident, it is their responsibility. Students are recommended to gather safety information and other necessary information for daily life regarding the city they are staying to prevent an accident.