

School of Global Japanese Studies

Application Guidelines for Study Abroad and Internship Program 2018

1. 【List of Study Abroad and Internship Program】

Please refer to the separate list of the Study Abroad and Internship Program for the academic year 2018.

2. 【Program Period】

One semester/ two quarters to a maximum of one academic year starting between August 2018 and October 2018

Departure or return dates differ according to the academic calendar of each institution. Please refer to the list of the Study Abroad and Internship Program for the academic year 2018 for each program schedule.

※For students who are in their 4th year and considering to participate in the Study Abroad and Internship Program in the fall 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 fall 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.

※There are some programs that 4th year students cannot participate in due to the differences between academic calendar of host institutions and Meiji University. Please check the List of Study Abroad and Internship Program for the academic year 2018 (separate sheet) for more details.

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 2018 shows fees for 2017. 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 April, 2018.)

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.

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 to 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 between August 2018 and October 2018. TOEFL iBT and IELTS scores are valid for two years after their test date.

※SGJS accepts TOEFL iBT or IELTS scores which are taken by the end of November 2017. However, applicants are strongly recommended to take TOEFL iBT or IELTS test by Saturday, November 18, 2017.

(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】**

STEP 1: Answer questionnaire

Visit the Meiji University official website and login to Oh-o! Meiji System

- ➡Click the “HOME” tab
- ➡Click “Questionnaires” titled “2018 Study Abroad and Internship Program (FALL)”
- ➡Answer questions

Deadline for Answering:

6:00 pm, Wednesday, November 22, 2017



STEP 2: Prepare and submit application documents

Visit the Meiji University official website and login to Oh-o! Meiji System

- ➡Click the “Group” tab

- ➡Choose the group named “2018 Study Abroad and Internship Program (FALL)” *

*Applicants will be able to access the group within a few days after completing STEP 1.

- ➡Download application forms

Application forms can also be downloaded from the following Meiji University official website:

<http://www.meiji.ac.jp/nippon/study-abroad5.html>

Meiji University > Undergraduate Schools > School of Global Japanese Studies > Study Abroad Programs

- ➡**Upload a completed application form** titled “ 2018 SGJS Study Abroad and Internship Program Application Form”

PLUS

Submit a hard copy of completed “2018 SGJS Study Abroad and Internship Program Application Form” **and other application documents**

Where to Submit: Number 4 Study Abroad Counter,
Nakano Campus 3rd Floor Administrative Office
(Nakano Research and Educational Support Office)

Submission Deadline:

6:00 pm, Friday, December 1, 2017

LATE SUBMISSIONS ARE NOT ALLOWED

8. 【Application Documents】

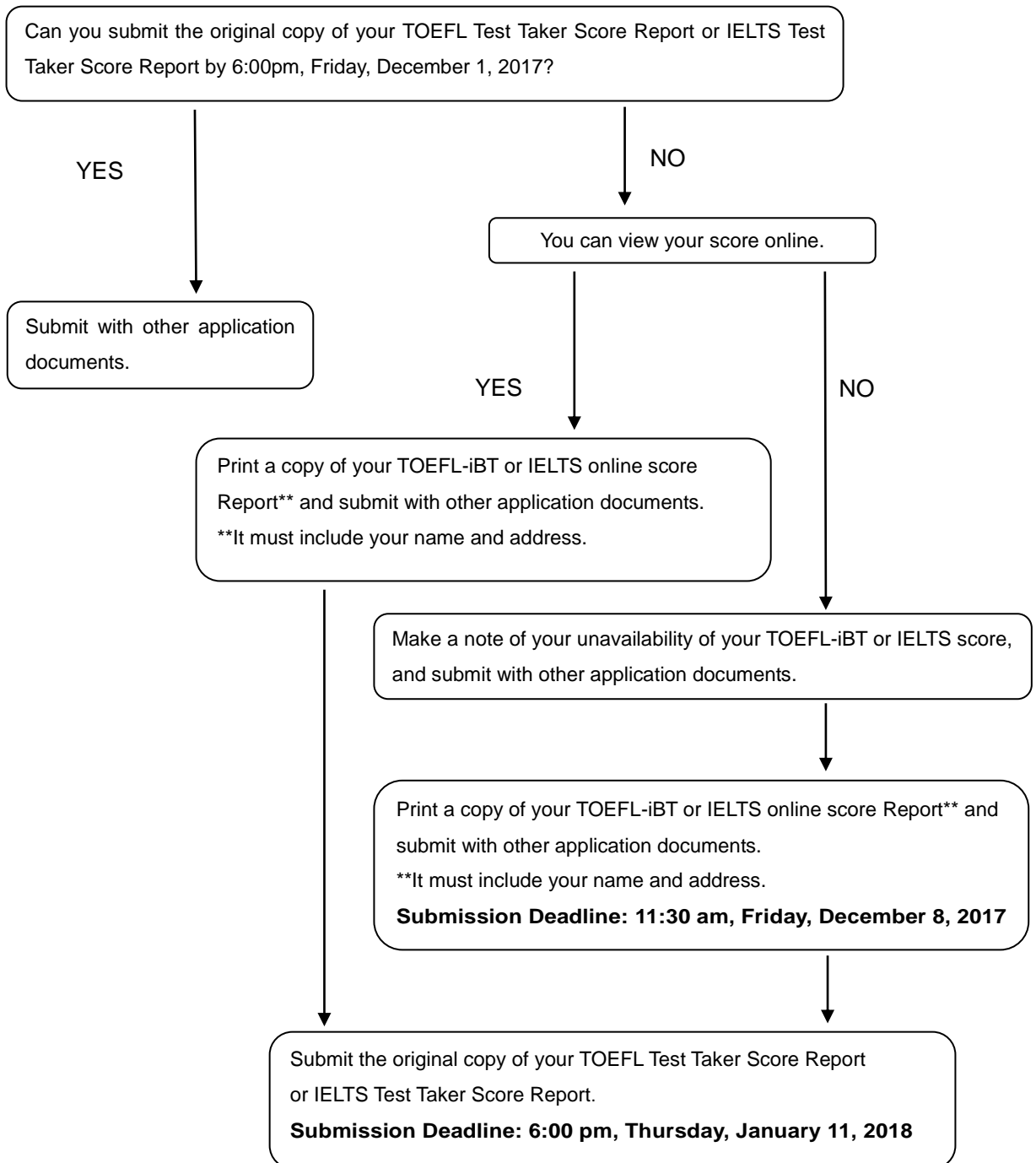
Please submit the following (1) to (4).

(1) Application Forms for Study Abroad and Internship Program ① – ③

Application Forms	What to submit		Notes
	Electronic Copy	Hard Copy	
① 2018 SGJS Study Abroad and Internship Program Application Form (Designated form)	Required	Required	Upload a completed form without an applicant's signature to the Group page of Oh-o! Meiji system, and submit a hard copy of the form with signature to the 3 rd floor administrative office on the Nakano Campus.
② Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program) (Designated form)	Not Required	Required	Applicants' guarantor must sign the agreement. Applicants are recommended to prepare this document well in advance.
③ Statement of Purpose to Study Abroad (in English)	Not Required	Required	Type and print double sided on A4 size paper Font: Times New Roman Font size: 12 point Number of words: 1000 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

(2) TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy) *

*** cannot be returned after submission**



(3) Academic Report downloaded from the Oh-o! Meiji portal site

Please note that an Official transcript issued by the automated certificate issuing machines cannot be accepted.

(4) A photocopy of Passport ID page*

***This must include the applicant's name, date of birth, passport number, and photo.**

✘Passport must be valid six months after the program end date.

✘Applicants with dual citizenship must submit photocopies of both passports.

【Applicants who do not have their valid passport OR Applicants with passports expiring within six months after the program end date】

Applicants for Disney Internship Program: Prepare valid passport for Disney Internship Program by mid-February 2018.

Applicants for Study Abroad Program except Disney Internship Program: Prepare valid passport for the participating program by the end of February 2018.

9. 【Screening Method】

At the SGJS internal screening, candidates are selected according to the overall evaluation of their GPA, application documents, and an interview. The candidates who passed the SGJS internal screening and wish to participate in the internship programs are supposed to be interviewed by the recruiters of their internship sites. 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)】

Mid-October, 2017	Application begins
By the end of November 2017	Take TOEFL iBT or IELTS (Applicants must apply on their own)
6:00 pm Wednesday, November 22, 2017	Deadline for answering Oh-o! Meiji Questionnaires
6:00 pm Friday, December 1, 2017	Submission deadline for Application documents
11:30 am Friday, December 8, 2017	Submission deadline for a copy of TOEFL-iBT or IELTS online score Report (For those who have not submitted the original score report only)
Saturday, December 16, 2017	SGJS Internal Screening Interview in English and Japanese
Thursday, January 11, 2018	Final submission deadline for the original copy of TOEFL iBT/IELTS score report (For those who have not submitted one only)
Mid-January 2018	Announcement of SGJS Internal screening results
Early February 2018	Recommend candidate students to host institutions except Internship programs
Mid-February to Early March 2018	Second screening interviews for Internship program candidates by recruiters of their internship sites
March to April 2018	Letter of Acceptance from host institutions arrives, Application for the SGJS grants
March to July 2018	Application for Visa or other required permission, Housing arrangement, Vaccinations, Application for an International travel insurance, Flight arrangements, Announcement of SGJS grant recipients
Late July 2018	Pre-departure orientation
August to October 2018	Departure
December 2018 to March 2019	Returning to Japan (Students who join the program for one semester), Submission of the following documents: Notification of Return from Study Abroad, Application for credit transfer, Report, etc.

May to June 2019	Returning to Japan (Students who join the program for one academic year), Submission of the following documents: Notification of Return from Study Abroad, Application for credit transfer, Report, etc.
October 2019	Presentation at the Study Abroad Program Post-return session

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, they are not allowed to withdraw from the Meiji University student exchange program once they are chosen as a candidate. If students are selected as candidates for the Meiji University student exchange program, (the result will be announced in mid-January) students must inform the Nakano administrative office and withdraw their applications for the SGJS Study Abroad and Internship Program as soon as possible.
- (2) If internship applicants fail the interview by recruiters of their internship site, they could be selected as candidates for other programs which they listed on their application form. However, they may not be selected as candidates for any programs due to the number of applicants for other programs reach maximum or the procedure schedule.
- (3) Students can apply for both the Disney Internship program and the Internship programs in Hawaii (KCC and UH Manoa). However, interview results of Hawaiian internships will be prioritized due to the schedule for recruiters' interviews.
- (4) The original copy of TOEFL iBT Test Taker Report/ IELTS Test Report Form cannot be returned once they are submitted.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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 regularly.
- (9) Orientations will be held for successful candidates. Attendance for orientations are compulsory for them.
- (10) Applicants must complete their application procedures by each deadline date. Late application or submission may cause trouble for other successful applicants.

- (11) 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.
- (12) In case of an accident, SGJS will try to do its best to support its students. However, if students are involved in an accident, it is their responsibilities. Students are recommended to gather safety information and other necessary information for daily life regarding the city they are staying to prevent an accident.

End