

## **Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program)**

Dear Dean of the School of Global Japanese Studies;

**I hereby certify that I fully understand and agree to the terms and conditions indicated below as an applicant and participant of the Study Abroad and Internship Program. I also agree not to lodge any formal objection or protest in case I lose right to participate in the program or receive support from the School of Global Japanese Studies (SGJS) by failing to comply with these terms and conditions.**

### **■Conditions for applying to the Study Abroad and Internship Program:**

- 1. A student is not allowed to withdraw from the program once the student is selected as a nominee.**
- A student must fully understand and be aware of the cost needed before departure to participate in the Study Abroad and Internship Program. A student must secure permission and agreement from the student's parents, guarantor or any financial supporter to prepare sufficient financial resources as part of the application process. Necessary payments (including tuition for Meiji University) should be paid by the designated date.
- A student must understand to pay the tuition fees for the host institution and for Meiji University.
- Nominees for the Study Abroad and Internship Program will be selected according to internal screening (screening of application documents and an interview).
- The SGJS may determine to postpone or cancel the program according to the safety condition of the host country or region and require the student to return to Japan at the earliest possible opportunity.
- Being nominated by the SGJS means that the student is now eligible to apply to the host institution. It does not guarantee the admission to the host institution. The host university has the right to reject the application and that the rejection may rest on the conditions and circumstance of the host university.
- For certain reasons, there is a possibility that the host university stops accepting students.
- Designated classes at all host universities are subject to change.

### **■Conditions after being selected as a participant**

- Necessary procedures, (such as: preparation for passport and visa, fee payment, purchasing travel insurance, application documents and arrangement for an air ticket etc.) will be performed fully on student's responsibility by the designated date. SGJS is not responsible for any failures caused by exceeding deadlines and inadequate application materials. A student not being able to follow necessary procedures and deadlines may be withdrawn from the program.
- A student must purchase a flight ticket arranged by Meiji University if the host university has a particular request on flight tickets.
- 11. Travel insurance and registration for crisis management service designated by SGJS should be purchased before travelling to the host country due to the university's crisis management policies. If the host university requires the student to purchase a separate insurance plan in addition to the one designated by SGJS, a student must enroll in both of the insurances.**
- Personal information mentioned on the application form and other submission documents may be provided to the host university, an insurance company and a crisis management service for the purpose of application process.

### **■ Conditions during studying abroad**

- A student must comply with the laws and regulations of the student's host country and host university while participating in the Study Abroad and Internship Program. Moreover, a student must understand and act responsibly as a representative of Meiji University. A student should also follow the guidance of faculty members and advisors at the host university as well as Meiji University while the student is studying abroad.

14. Meiji University will not be responsible for any loss and/or damage caused by disaster, riot, terrorism, infectious diseases, and unforeseen accidents and crimes.
15. A student must be responsible for compensation of any inadvertent damages caused to other property and/or people.
16. A student must stay at the accommodation if designated by the host university. If not, student must be responsible to acquire a place to stay during the program and report the student's contact information to the SGJS Office.
17. As a representative of Meiji University, a student must register classes and fulfill the studies at the host university with the student's own responsibility. If there are issues regarding the student's grades, attitudes, or participation at the host university, SGJS may take measures to return the student to Japan.
18. If there are issues regarding the host country/area's safety, a student must comply with the decision (to return to Japan) made by SGJS.
19. A student must report his/her arrival to the SGJS Office while studying abroad.

■ **Conditions after returning to Meiji University**

20. A student must report the student's homecoming to the SGJS office and follow procedures as needed. A student also must answer the questionnaire and hand in a study abroad report to the SGJS Office after completion of the program.
21. Personal information may be used to contact for cooperation at study abroad fairs and/or contributions to university publications.
22. A student must cooperate when being asked to do any of the above.

Choice of Institutions *If a student does not have second and third choices, please write "none" on the column.	First Choice :	Second Choice :	Third Choice :
Length of your stay *Please write semesters/quarters of the institution you would like to study.			
Applicant's Name		Grade/Class/Number	
Sign here		/   /   /	Student no.
Address		Telephone no.	
		—   —	

The guarantor agrees that the student will apply for Study Abroad and Internship Program and shall assure that the student will comply fully with the conditions written on this program agreement.

Guarantor's Name: \_\_\_\_\_

Relationship with the applicant: \_\_\_\_\_

Signature of the guarantor: \_\_\_\_\_ Date: \_\_\_\_\_