School of Global Japanese Studies
Application Guidelines for
Study Abroad and Internship Program 2020 ( FALL )

1. **[List of Study Abroad and Internship Programs]**
   Please refer to the separate list of the Study Abroad and Internship Program for the academic year 2020.

2. **[Program Period]**
   **One semester/ two quarters to a maximum of one academic year starting between August 2020 and October 2021**

   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 2020 (separate sheet) for each program schedule.

   **NOTES**
   - For students who are in their 4th year and considering to participate in the Study Abroad and Internship Program in the fall semester must consider carefully 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 2020 (separate sheet) for more details.

3. **[Program Fees] Students must pay all fees at their own expense**
   Students must pay tuition fees for both Meiji University and their host institutions to participate in the Study Abroad and Internship Program.

   The List of Study Abroad and Internship Programs for the academic year 2020 (separate sheet) shows fees for 2019. The program fees are subject to change.

   Please note that participants need to pay 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 fees for SGJS depending on the duration and the cost of their participating programs. (Application periods
scheduled to be announced in April, 2020.)

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.

NOTES
- 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 the 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 overseas 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.

NOTE
- 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
  overseas 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.

NOTES
- Applicants must have a valid TOEFL iBT or IELTS score which is valid when
  they arrive at their host institution between August 2020 and October 2020.
  TOEFL iBT and IELTS scores are valid for two years after their test date.
- SGJS accepts TOEFL iBT score taken by November 17, 2019 or IELTS scores
  taken by November 7, 2019. It is your responsibility to check the dates with
  TOEFL or IELTS that the scores are available by the due date.
(2) Applicants must be in good health and have no problem to study abroad during the program.

NOTE
- 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.

NOTE
- 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.

(6) Applicants for the Disney Internship program must not take a leave of absence for the spring term of 2020 academic year.

7. **[How to Apply, Application Deadline, and Where to Submit]**

Both of the following procedures are necessary for the application.

(1) **Online application**
Register between 9:30am of Tuesday, October 15 to 12:30pm of Saturday, November 16.

(2) **Submission of all the application documents**
Submission of application documents can only be received between 9:30am of Monday, November 11, 2019 to 12:30pm of Saturday, November 16, 2019.
Submission of language test score results can be extended until **5:30pm of Wednesday, December 4, 2019**.

Please submit the document during office operation hours at Counter 4 of the 3rd floor Office.

(1) **Online application**
Registration deadline: 12:30 pm Saturday, November 16, 2019

Visit the Meiji University official website and login to Oh-o! Meiji System
→ Click the “HOME” tab
Click “Questionnaires” titled “2020 Study Abroad and Internship Program (FALL)"
Answer questions

(2) Application Documents
Please submit the following ① to ⑥.
Submission deadline: 12:30 pm Saturday, November 16, 2019
Submission of official language test results can be extended until 5:30pm of Wednesday, December 4, 2019. If an official language test result cannot be submitted by this date, you must submit a My Home Page screenshot which shows your score for the TOEFL or IELTS test. An official score report must be submitted by 5:30pm of Friday, December 20, 2019.

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Notes</th>
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</table>
| ① 2020 SGJS Study Abroad and Internship Program (FALL) Application Form (Designated form) | ・Type and print double sided on A4 size paper.  
・Please have your signature and complete the checklist by handwriting after printing it out (in black ink).  
・Erasable pen is not acceptable. |
| ② 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) Other  
*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”.
| ③ Statement of Purpose to Study Abroad (in English) | ・Applicants’ guarantor must sign the agreement.  
・Applicants are recommended to prepare this document well in advance.  
・Erasable pen is not acceptable.  
・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) 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”. |
### IMPORTANT NOTES REGARDING APPLICATION

- Changes cannot be made on the documents after submission.
- Please check carefully that you have completed all the required documents.
- Submission status, such as delay or failure to complete, will also be included when examining your document. If documents are not submitted on time, the application will automatically fail.

8. **Notes for submitting the TOEFL Test Taker Score Report or IELTS Test Report Form (Original Copy)**

   (1) Once you submit a certain score, no changes are allowed.

   (2) Only if you cannot submit an official score report by **5:30pm of Wednesday, December 4, 2019**, we will accept a screenshot of the My Home Page of TOEFL or IELTS which shows your score. However, you must submit the original official score report by **5:30pm of Friday, December 20**.

   (3) Any delay on submitting the original official score report (TOEFL Test Taker Score Report or IELTS Test Report Form) by **5:30pm of Friday, December 20**, will be considered as failure of application. If a different score is submitted, it will also be considered as fail.

9. **[Screening Method]**

   At the SGJS internal screening, for the Academic Study Abroad Program, candidates are selected according to the overall evaluation of their GPA, application documents. For the Disney internship program, an interview will also be added to your evaluation.

   The candidates who pass the SGJS internal screening and wish to participate in the internship programs are 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]**

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Mid-October, 2019</td>
<td>Online Application begins.</td>
</tr>
<tr>
<td>9:30am Monday, November 11, 2019</td>
<td>Submission of documents begin.</td>
</tr>
<tr>
<td>12:30 pm Saturday, November 16, 2019</td>
<td>Registration deadline for online application.</td>
</tr>
<tr>
<td>5:30pm Wednesday, December 4, 2019</td>
<td>Submission deadline for the application documents.</td>
</tr>
<tr>
<td>5:30pm Wednesday, December 4, 2019</td>
<td>Deadline for submission of language test scores.</td>
</tr>
<tr>
<td>5:30pm Friday, December 6, 2019</td>
<td>Disney internship program announcement of document screening result.</td>
</tr>
<tr>
<td>5:30pm Friday, December 20</td>
<td>Deadline for language test original score reports.</td>
</tr>
<tr>
<td>All morning Saturday, December 21, 2019</td>
<td>Disney internship program interview screening.</td>
</tr>
<tr>
<td>3:00pm Wednesday, January 8</td>
<td>Announcement of SGJS Internal screening results.</td>
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<tr>
<td>Mid-February to Early March 2019</td>
<td>Second screening interviews for Internship program candidates by recruiters of their internship sites.</td>
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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 the Meiji University Student Exchange Program once you 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 2019) 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 if the number of applicants for other programs reach maximum or due to the procedure schedule.

(3) The original copy of TOEFL iBT Test Taker Report/ IELTS Test Report Form cannot be returned once they are submitted. The language test score document will only be kept for three years from the day of submission. Make sure to keep a copy for future use.

(4) 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.

(5) Students must consider carefully 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.

(6) 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.
(7) 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.

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

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

(10) 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.

(11) 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.

Contact:
Nakano Research and Educational Support Office (Nakano International Team)
Nakano Campus 3rd floor office, number 4 counter.

For inquiries, please send an e-mail to the following address using the inquiry format.
goabroad@mics.meiji.ac.jp

E-mail inquiry format:
Title must include,
1) Your faculty (SGJS), 2) Key word of your inquiry, 3) Your student ID number.
The main part must include,
1) Your name, 2) Your faculty, 3) a brief and clear inquiry.