

SGJS Study Abroad and Internship Programs is a program in which students study abroad for one semester or one academic year at one of the partner institutions of School of Global Japanese Studies all around the world. To participate in this program, students are required to apply to the internal screening and be nominated by School of Global Japanese Studies. Please read both "Application Guidelines" and "2025 SGJS Study Abroad and Internship Programs (FALL) Admission Details" thoroughly for the details of the internal screening.

### 1. Applicable Partner Institutions

The institutions listed in the "2025 SGJS Study Abroad and Internship Programs (FALL) Admission Details"

### 2. Duration of Study Abroad

One semester or one academic year starting from August to October 2025.

- \* Applicants choose the period at the time of application to SGJS internal screening. Note that it cannot be changed once the application is completed.
- \* The program start and end months may vary depending on each institution, and there may be a restriction on the period set by each university/college. Refer to "2025 SGJS Study Abroad and Internship Programs (FALL) Admission Details" for details.
- \* Students who wish to participate in the program for the 4th year must consult with the Nakano Academic Affairs Office (School of Global Japanese Studies) regarding their graduation timing before applying.
- \* If applicants don't meet the application requirements for the regular undergraduate program but meet the requirements for the Language Program (ESL), and wish to apply starting from the ESL program, it is a requirement to advance to the regular undergraduate program in the second term. It means that they can't choose to study for one-semester period at a semester-system institution in this case.

### 3. Number of Students

Refer to "2025 SGJS Study Abroad and Internship Programs (FALL) Admission Details"

### 4. Qualifications

**All of the following 1-5 requirements must be met.**

#### 1 Applicants must be regular SGJS students (Audit students are not eligible).

Students on leave of absence may apply under the condition that they will return to Meiji University for the semester in which study abroad period starts and are able to go through all of the necessary procedures such as taking an in-person interview, participating in orientations, application process for each institution etc.

\*Participants of Disney Academic Internship are also not allowed to take a leave of absence in Spring Semester 2025.

#### 2 Applicants must be in good health and capable of studying abroad for the designated period.

Those who have chronic diseases or pre-existing conditions must get an approval of the physician in advance and submit a medical certificate along with the application documents.

#### 3 Applicants must understand the required expenses of study abroad and have sufficient funds.

Students may be required to submit a bank statement to prove their financial capability as part of the application process to the host institutions.

#### 4 Both applicant and guarantor must understand and agree to the "Program Agreement".

Students must get their guarantors' permission before applying to the internal screening.

## 5 Applicants must meet the criteria listed in "Admission Details" of the institution(s) of their choice.

\*Please note that there is a possibility of future changes to the application requirements. If any changes occur, we will notify via Oh-o!Meiji.

### GPA requirement

Must be met with the cumulative GPA of up to Spring Semester 2024. For the institutions without their own GPA requirements, there is no minimum requirement. If successfully selected as candidates, students must keep their GPA above the host institution's minimum requirement throughout Fall Semester 2024 and Spring Semester 2025. **If the candidate fails to keep the GPA, the nomination might be cancelled.**

### Language requirement

Applicants must have the required TOEFL iBT/ IELTS (Academic Module) scores of the institution(s) of their choice at the time of online application of the internal screening. The institution(s) that applicants fail to prove to have met the requirement will be excluded for screening.

\*Must meet the requirement with a result of the test that is valid at the time of arrival at the host institution (between August and October 2025). (The validity period for the score is 2 years.) If you are using the TOEFL iBT My Best Score/IELTS One Skill Retake, it is essential that the scores for each section are valid at the time of arrival. (MyBest Scores/IELTS One Skill Retake with even one invalid section score cannot be used.)

\*TOEFL iBT MyBest scores, TOEFL iBT Home Edition, IELTS One Skill Retake, and IELTS Online are accepted depends on each university/college. Refer to "Admission Details" for details.

## 5. Application Procedures and Period

**Both of the followings** ①&② must be completed within the designated application period.

### ① **Online application** using Oh-o! Meiji questionnaire

**9:00 Monday, September 2 to 9:00 Friday, October 18, 2024**

Title of the questionnaire: "2025年国際日本学部アカデミック留学・インターンシッププログラム (秋出発) 応募フォーム"

\* Questionnaire can be viewed, submitted, and changed only during the application period.

### ② **Submission of application documents** to Oh-o! Meiji group page

**13:00 Monday, October 21 to 9:00 Monday, October 28, 2024**

Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji. (Instruction message will be sent within a few days after the completion of online application to October 21 at the latest.)

\* Application outside the designated period will not be accepted whatsoever.

\* Online application and submission of the documents must be completed by the applicant him/herself.

\* The scores shown on the copy of the language proficiency test certificate submitted as part of application documents must match with the scores entered in the online application form.

## 6. Screening Process

Applicants will be ranked according to the **evaluation points of their Meiji University GPA, Application documents and Interview**. Given that all of the requirements of the institutions of their choice have met, applicants with higher overall marks have the priorities to be assigned to the institutions of their choice.

\* Applicants who have selected only Academic Study Abroad Programs (excluding Disney Academic Internship) as their desired institutions might be exempted from the interview evaluation. Whether an interview is required or not will be notified on Wednesday, November 13, 2024.

\* No inquiries concerning screening results and process will be answered.

\* Note that the internal screening is solely for selecting the "candidates" who will be officially nominated by SGJS. Passing the internal screening does not guarantee the candidate's study abroad as the final decision will be made by each host institution.

## 7. Interview

**Date: Saturday, November 16, 2024**

**Place: Nakano Campus**

\* Please leave your schedule open until further notice.

\* Details of interview are to be announced via Oh-o! Meiji or Email in the middle of November.

\* Date and time of interview cannot be changed except for academic reasons such as attending classes or exams.

\* Interview will be conducted in English.

## 8. Application Documents

- Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji.
- Incomplete application will be excluded from the screening. It is applicant's own responsibility to check the documents thoroughly before submitting.
- Website for the designated forms: <https://www.meiji.ac.jp/cip/english/undergraduate/nippon/studyabroad.html>

### 1 Program Agreement (SGJS Study Abroad and Internship Program) <Designated Form>

- Make a scanned copy (PDF) after signing the printed-out designated form (A4-size, print on both sides).
- Both applicant and guarantor must read thoroughly before signing. (Use a non-erasable black pen.)
- Handwritten signature and seal of the guarantor is mandatory even if the guarantor lives away from Tokyo or Japan.
- Please carefully store the original document and submit it as instructed later.

### 2 Self-introduction (in English) / Statement of Purpose (in English) <Designated Form>

- To be filled in electronically using the designated form.
- Following the instruction on the designated form.
- Must be submitted in Word format.

### 3 Scholastic Record

- The latest Scholastic Record downloaded from Oh-o! Meiji. (Official Transcript issued by automatic certificate issuing machine is not accepted.)
- Academic evaluation up to Spring 2024 should be reflected.

### 4 Copy of the Official Certificate of language proficiency test

- The scores shown on the certificate must exactly match with the scores entered in the online application form. (Scores obtained after the online application period cannot be used for the internal screening.)
- Submission of a scanned copy of the official certificate which meets the requirement of your desired institution (refer to the "Admission Details") is mandatory. In case of TOEFL iBT, PDF version of "Test Taker Score Report" downloaded from ETS account is also acceptable (as it is identical to the original copy).
- Only when the certificate does not arrive before the application deadline, applicants may submit a copy of the online scores provided that it includes "student's full name", "test date" and "details of the scores". A copy of the official certificate must be submitted to the Nakano Research and Educational Support Office ([goabroad@mics.meiji.ac.jp](mailto:goabroad@mics.meiji.ac.jp)) by Thursday, November 14, 2024. Please note that it will automatically result in disqualification if it is not submitted by the deadline.
- Pay attention to the validity of the scores.
  - English: TOEFL iBT or IELTS (Academic Module) **taken in or after August to October 2023\***  
**\*Must meet the requirement with a result of the test that is valid at the time of arrival at the host institution (between August and October 2025). Refer to the "Admission Details".**  
**\*If you are using the TOEFL iBT MyBest Scores / IELTS One Skill Retake, it is essential that the scores for each section are valid at the time of arrival. (MyBest Scores/IELTS One Skill Retake with even one invalid section score cannot be used.)**

### 5 Copy of Passport

- Photocopy of the passport ID page including 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 passports OR Applicants with passports expiring within six months after the program end date>>

Please prepare valid passport, and send the photocopy of it to the Nakano Research and Educational Support Office ([goabroad@mics.meiji.ac.jp](mailto:goabroad@mics.meiji.ac.jp)) by the end of November 2024.

## 9. Important Notes

### 1) Classes at Meiji University during study abroad

In principle, students are not allowed to take classes (including online and on-demand classes) at Meiji University during the semester in which they participate in SGJS Study Abroad and Internship Program.

### 2) Preparation for the study abroad

After the internal screening, it is each student's responsibility to follow the necessary procedures such as application to the host institution, course registration, arranging accommodation, applying for visa, residence permit, etc. Note that Meiji University will NOT prepare for these on behalf of the students.

### 3) Information on the countries and the partner universities

Make sure to always gather up-to-date information from the original sources (i.e., official websites of each institution, websites of the embassies, etc.). 「海外安全ホームページ」 provided by the Ministry of Foreign Affairs of Japan has useful information on different countries. 「留学報告書 (Study abroad reports)」 of SGJS students who studied abroad in the previous years are available in Meiji University website for reference.

URL for 「外務省海外安全ホームページ」:

<https://www.anzen.mofa.go.jp/>

URL for 「留学報告書 (Study abroad reports)」:

<https://www.meiji.ac.jp/nippon/study-abroad-report.html>

### 4) Choosing the institutions

Applicants may choose up to five institutions at the time of application to the internal screening. However, keeping in mind that the applicants may be selected as candidates of any of their 1st to 5th choices, make sure to choose carefully as no withdrawal will be allowed once selected as candidates. Changes to the desired institution or the order of preferences after the online application period will not be allowed.

### 5) Academic Information

Note that some institutions have restrictions on taking certain courses/areas of study for incoming students. It is therefore highly recommended for students to always have alternative options as it is not guaranteed that they are able to take the courses of their preference. Furthermore, please note that the host institution may judge the student's language ability as not sufficient to take regular courses and request to take language support courses instead.

### 6) Credit transfer

Credits earned at the host institution MAY be transferred up to 24 SGJS credits per semester (up to 8 credits per language for foreign language subjects) by going through the necessary procedure designated by the SGJS. Please note that credits will be approved based on to the contents and total number of lecture hours, so the number of approved credits may not be the same as the credits which you earned at their overseas host institutions.

### 7) Cost of Study Abroad

It varies depending on the host institution, country, type of accommodation (dormitory/apartment), lifestyle (self-catering/dining out), etc. The average cost for one semester SGJS Study Abroad and Internship Programs is considered to be approx. 1,500,000-4,500,000 JPY (tuition and fee of Meiji University are excluded). Note that careful planning and budgeting are absolute necessities.

<Example of the necessary fees>

- Tuition and fee of Meiji University
- Tuition of the host institution (For [Exchange] program, "tuition" of the host institution is waived.)
- Mandatory fees of the host institution other than tuition (Facility fee, Registration fee, Student fee, etc.)
- Airfare, Visa or Residence Permit application fee, Books & Supplies, Phone & Internet, other miscellaneous expenses, etc.
- Accommodation fee and meals
- Overseas Travel Insurance fee, etc.
- Vaccination costs, etc.

#### **!! IMPORTANT !!**

Students participating in **[Fee-Paying]** SGJS Study Abroad and Internship Programs are required to pay **both "Tuition and fee of Meiji University" AND "Tuition of the host institution"** while studying abroad. Make sure to discuss with the guarantor in advance of application as the financial burden is much greater compared to that of Exchange Program.

## 8) Mandatory Overseas Travel Insurance

It is mandatory for every student who participates in "SGJS Study Abroad and Internship Programs" to purchase the overseas travel insurance designated by SGJS for safety management reasons. If the host institution/country also has a mandatory insurance, students must purchase both insurances. (Estimated cost of the mandatory Overseas Travel Insurance of SGJS: approx. 120,000-200,000 JPY for one year program)

## 9) Accommodation

Students are responsible for finding their own accommodation during study abroad. Some institutions have student dormitories or provide information on apartments but they are not necessarily guaranteed. Note that Meiji University does not take part in finding students' accommodation.

## 10) Visa application or Residence Permit

Students are responsible for obtaining the necessary visa or residence permit to study abroad. In general, they can apply for visa at the embassy/consulate/visa or residence permit application center of each country. Note that Meiji University does not take part in visa or residence permit application.

## 11) Impact on Job Hunting

Studying abroad may affect the job hunting depending on the year and timing of the study abroad. It is highly recommended to consult with the Employment/Career Support Center (就職キャリア支援センター) at an early stage.

## 12) Study abroad while taking Special Certification Program Course

Due to the nature of the course, there is a high possibility of not being able to graduate within the designated study period. Students must consult with the Certification Courses Office (資格課程事務室) before applying.

## 13) Study abroad in the last year at Meiji University

Students must consult with the Nakano Academic Affairs Office (School of Global Japanese Studies) regarding their graduation timing before applying.

## 14) Meiji University Study Abroad Encouragement Subsidy

Participants of "SGJS Study Abroad and Internship Programs" can apply for the following subsidy if they meet the requirements of the eligibilities.

### (1) SGJS Study Abroad Encouragement Subsidy

This is a partial tuition assistance for the participants under the [Fee-paying] programs. Refer to the Application Guidelines which will be published around April to May 2025 for the details of the eligibilities, etc. (Guidelines for the previous year is available for reference for the time being).

URL for the Application Guidelines: <https://www.meiji.ac.jp/nippon/mkmht000000hu7uf.html>

### (2) Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy)

Refer to the Application Guidelines which will be published in June/July 2025 for the details of the eligibilities, amount of subsidy, etc. (Guidelines for the previous year is available for reference for the time being).

URL for the Application Guidelines: <https://www.meiji.ac.jp/cip/financial/jyosei.html>

## 15) Application to another study abroad program at the same time

Applicants are allowed to apply to University-wide Study Abroad Program at the same time (must specify the details of the other program in the online application form).

The conditions are as follows, so consider well which program to join before applying.

■ **If you are accepted for Disney Academic Internship Program through the internal selection process, participating in the internship takes top priority, and withdrawals will not be permitted.** If you also applied to University-wide Study Abroad Program, please inform the International Collaboration Office (kokuksaik@meiji.ac.jp) of your **withdrawal from University-wide Study Abroad Program** as soon as you receive the result of your acceptance for Disney Academic Internship Program.

■ If your first preference is University-wide Study Abroad Program, please inform Nakano Research and Educational Support Office (goabroad@mics.meiji.ac.jp) of your withdrawal from SGJS Study Abroad Program as soon as you receive the result of your acceptance for University-wide Study Abroad Program. You cannot withdraw from Disney Academic Internship Program.

■ If your first preference is SGJS Study Abroad and Internship Program, please inform the International Collaboration Office (kokuksaik@meiji.ac.jp) of your withdrawal from University-wide Study Abroad Programs soon as you receive the result of your acceptance for SGJS Study Abroad and Internship Program.

## 16) Withdrawal

Once selected as candidates, students are not allowed to withdraw from the study abroad program without a reasonable ground. Keeping in mind that one's withdrawal may result in taking away another student's study abroad opportunity, applicants must do well enough research on the study abroad process, necessary funds, risks and consequences of the study abroad, etc. before applying.

## 17) Disney Academic Internship

In addition to the internal screening, there will be interviews conducted by recruiters from the Walt Disney World. If a student who has passed the internal screening for the Disney Academic Internship Program is unsuccessful in their interview with the Disney recruiter, there may be cases where they are given the opportunity for reapplication only for other available institutions of SGJS Academic Study Abroad Programs at that time.

## 10. Schedule after the Online Application & Submission of the Application Documents

2024	~Early November	Document screening
	November 13 (Wed)	Announcement for the document screening results
	Mid-November	Announcement for the details of the interview
	November 16 (Sat)	Interview screening
	November 26 (Tue)	Announcement of the internal screening results
2025	Mid-January	Orientation for the successful applicants !!Mandatory to attend!!
	December to March	Nomination of the candidates to the host universities
	February to March	<Only successful applicants of Disney Academic Internship Program> Lecture and Interview by Disney Recruiter
	January to May	Application to the host institutions
	March to July	Admission from the host institution/ application for visa, residence permit, overseas travel insurance, accommodation, airplane ticket, etc./ procedure required by SGJS
	Early July	Pre-departure Orientation !!Mandatory to attend!!
	August to October	Departure
	December to March, 2026	Return to Japan (for one semester study abroad) !!Must return within one month of the last exam!!
2026	May to August	Return to Japan (for one academic year study abroad) !!Must return within one month of the last exam!!

\* Above schedule is "provisional" and the timings for the application, admission, departure/return, etc. vary depending on the host universities.

\* Refer to the official websites of each institution for their Academic Calendars.

## 11. Inquiries

### Meiji University Nakano Research and Educational Support Office (Study Abroad Team)

<No.4 Counter at the 3rd floor, Low-rise Wing, Nakano Campus>

Office Hours: Weekdays 9:00-11:30, 12:30-17:30 Saturdays 9:00-12:30

Phone: 03-5343-8057

Email: [goabroad@mics.meiji.ac.jp](mailto:goabroad@mics.meiji.ac.jp)

\* Closed on Sundays and holidays (excluding the designated class day on holidays).

\* Note that the office hours change during Summer, Winter and Spring Breaks.

\* Make sure to identify yourself (school, year and name) when contacting via email/phone.