

Application Guidelines for 2017AY Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy / Expenses Subsidy)

(Application Guidelines for Meiji University Parents Association Union Study Abroad Subsidy)

2016/11/10

International Student Center

1 Contents

【Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy / Expenses Subsidy)】

- “Meiji University Study Abroad Encouragement Subsidy” is a scholarship to support students who participate either in a study abroad program with partner universities of Meiji University or in a self-arranged study abroad program certified by the School or Graduate School of Meiji University (認定留学) . The scholarship will be provided to students who are selected by screening by Meiji University and its recipients are not required to refund it. Those who are going to apply for this subsidy must carefully read through the application guidelines and submit all the necessary documents by the application deadline.
- There are TWO types of “Study Abroad Encouragement Subsidy.”
 - A Tuition Subsidy** : to provide subsidy for the tuition fees, only for those who study abroad on a “Tuition- paying program.”
 - B Expenses Subsidy** : to provide subsidy for expenses, regardless of the type of the study abroad program (whether on an “Exchange program” or “Tuition-paying program”).
- The eligibilities are different between A and B above.
- “**A Tuition Subsidy**” will be prioritized than “**B Expenses Subsidy**” in the fund.
- It is not guaranteed that all applicants will be selected as recipients due to the amount of application of the year.

【Meiji University Parents Association Union Study Abroad Subsidy】

- By applying for “Meiji University Study Abroad Encouragement Subsidy”, students will automatically apply for “Meiji University Parents Association Union Study Abroad Subsidy” at the same time. The International Student Center will make applications for “Meiji University Parents Association Union Study Abroad Subsidy” on behalf of the undergraduate applicants who meet its requirements.

2 Eligibilities

(1) Meiji University Study Abroad Encouragement Subsidy

A Tuition Subsidy

Those who meet ALL of the following conditions ①～⑤;

- ① Those who have started or are going to start their study abroad program by completing all application procedures designated by the host institution as regular students **between April 1st, 2017 and December 31, 2017**. (Not the date of your departure but **the date of starting the class.**)
- ② Those who are certified as a “Study Abroad Program with partner universities of Meiji University” (either Institution level or Faculty level) or a “self-arranged study abroad program certified by the School or Graduate School (認定留学)” by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ **Those who can submit both invoice(s) and receipt(s) or specification(s) of the tuition fees payment by the deadline designated by the International Student Center.**

- ④ Students whose cumulative GPA at Meiji University is **2.00 or above for undergraduate students, 3.00 or above for graduate students.** (Only Graduate school of Professional Accountancy: 1.70 or above.)
- ⑤ Those who are participating in a **Tuition-paying program** and its duration will be **10 weeks or longer.**

【Notice】

- ※ This is not a tuition waiver system.
- ※ Students who are participating in academic internship programs of the School of Global Japanese Studies are not eligible to apply for this “A Tuition Subsidy”. (They can only apply for “**B Expenses Subsidy**”.)

B Expenses Subsidy

Those who meet ALL of the following conditions ①~④;

- ① Those who have started or are going to start their study abroad program by completing all application for the host institution as regular students **between April 1st, 2017 and December 31, 2017.** (Not the date of your departure but **the date of starting the class.**)
- ② Those who are certified as a “Study Abroad Program with partner universities of Meiji University” (either Institution level or Faculty level) or “self-arranged study abroad program certified by the School or Graduate School (認定留学)” by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ Students whose cumulative GPA of Meiji University is **2.00 or above for undergraduate students, 3.00 or above for graduate students.** (Only Graduate school of Professional Accountancy:1.70 or above.)
- ④ Those who participate in a program whose duration is 10 weeks or longer.

(2) Meiji University Parents Association Union Study Abroad Subsidy

Only UNDERGRADUATE students among those who applied for Meiji University Study Abroad Encouragement Subsidy (either A or B).

【Notice】

- ※ Applicants do need to prepare separately any additional application documents and submit them to the Union. (Application documents submitted for Subsidy A or B will automatically be submitted from the International Student Center to Meiji University Parents Association Union.)

3 Screening Standards

(1) Meiji University Study Abroad Encouragement Subsidy (A Tuition Subsidy and B Expenses Subsidy)

- “A Tuition Subsidy” will be prioritized in the fund.
- If the amount of the application and grants surpass the budget of the year, “A Tuition Subsidy” will be prioritized and the students with higher cumulative GPA will be prioritized in the selection. In this case, “B Expenses Subsidy” will not be provided.
- Recipients of “B Expense Subsidy” will be selected from students with higher cumulative GPA within the budget. The type of the program of the students will also be taken into consideration.

(2) Meiji University Parents Association Union Study Abroad Subsidy

- All undergraduate students as long as they meet its eligibilities.
- The amount of this subsidy will be fluctuated within the budget of the Union.
- The amount of subsidy will be informed with an announcement of the result of the application.

4 Amount of Subsidy

(1) Meiji University Study Abroad Encouragement Subsidy

A Tuition Subsidy

The amount of subsidy will be decided as follows, comparing the tuition of the host institution converted to JPY (NOT including facility use charge, registration charge, and other fees etc.) with that of Meiji University.

If the tuition of the host institution is higher than that of Meiji University	Amount of the tuition of Meiji University
If the tuition of the host institution is lower than that of Meiji University	Amount of the tuition of the host institution (converted to JPY)

【Notice】

- ※ Rate of Conversion : Meiji University will refer to the latest official exchange rate designated by the government and Ministry of Finance (日本国政府財務省告示「出納官吏事務規程第 1 4 条及び第 1 6 条に規定する外国貨幣換算率を定める等の件」) when deciding the amount of subsidy in JPY, discarding any fraction less than 100 JPY after the calculation.
- ※ If your exchange program is shorter than 1 semester : the tuition of the host institution and that for one semester of Meiji University will be compared.
- ※ Timing of providing the subsidy : For “A Tuition Subsidy,” it will be provided after confirming the payment of tuition of the host institution is completed.
- ※ Application for other scholarships : If a recipient is receiving other scholarships which is not required to return (e.g. JASSO, tuition assistance, expenses assistance etc.), the difference between the two will be provided.

B Expenses Subsidy

University will subsidize the following amount (tentative) .

For one academic year	200,000 JPY
For one semester	100,000 JPY
For less than 1 semester (longer than quarter (i.e. longer than 10 week) and shorter than 1 semester)	70,000 JPY

(2) Meiji University Parents Association Union Study Abroad Subsidy

To be informed with the announcement of the application results, because the amount of this subsidy will be fluctuated within the budget of the Union.

5 Obligation of Recipient

Recipients have the following obligations (1) ~ (3). **Recipients are required to return the subsidy if they do not complete the obligations.**

(1) To cooperate with the orientation and information sessions of exchange programs of the International Student Center by making presentation, and with some publishing of Meiji University(e.g. brochures, magazines, and websites).

(2) To properly report on the study abroad program to the university. (Especially, report any changes including when of the duration the program is shortened after the application because the amount of subsidy will be changed accordingly.)

(3) To submit a report of the program activities and a photocopy of the transcript issued by the host institution within 1 month after your returning.

Documents	Notice	How and Where to submit
① Report of Program Activities	Designated form (Even if you have already submitted the same document to the International Student Office or your School office as a participant of a study abroad program, recipients are required to submit this report as a recipient of this subsidy.)	How to submit : Attach as the data by E-mail Address : International Student Office global_p@meiji.ac.jp
② Photocopy of the transcript issued from the host institution	If the photocopy is not ready to submit by the deadline, make sure to inform the situation when submitting the "Report of Program Activities" and submit it later.	How to submit : Submit the photocopy of the original document or attach as the data(PDF) by E-mail Where : International Student Office at each campus global_p@meiji.ac.jp

6 Application Period

Monday, July 10th, 2017 ~Tuesday, January 9th, 2018

【Notice】

※ Any submission after the deadline will not be accepted.

7 Where to submit

Your School / Graduate school Office (within its Office hours)

【Notice】

※ Note that the International Student Office is not the place to submit the documents.

※ Any submission after the deadline will not be accepted.

8 Documents to submit

Make sure to prepare all the necessary application documents, referring to the three cautions below. Also note that the documents necessary for application are different between A and B

【Note 1: About documents for submitting】

- The documents to submit are different from “A Tuition Subsidy” to “B Expenses Subsidy”
- Make sure that you have prepared all the necessary documents before submitting them on your own responsibility, because **your application will be rejected if they are not completed.**

[Note 2: Notice for submission]

- All documents should be **A4 size, single-sided.**
- If the document is smaller than A4 size, paste it on a A4 sized paper. **It should not be stapled and no cover page is required.**

[Note 3: Submission by mail]

Submitting documents by mail will be accepted **only if you will have already left Japan and started your program before the application period starts.**

- ※ Submit all documents together soon after they become ready.
- ※ **Documents should be sent no later than the application deadline.** It should be sent from abroad by the applicant himself/ herself, or from Japan by their parents.
- ※ Documents should be sent as **a registered mail or by any other delivery services with records (from overseas, EMS/DHL/FEDEX etc.)** to your **School/Graduate School Office.**

(1) Meiji University Study Abroad Encouragement Subsidy

A Tuition Subsidy [including Meiji University Parents Association Union Study Abroad Subsidy (Only for Undergraduate Students)]

Prepare following ①～⑩ and attach “Document Check List for Meiji University Study Abroad Encouragement Subsidy Application Form (tuition subsidy)” as a front cover. (※1) Note that while this application includes an application for B Expenses Subsidy and Meiji University Parents Association Union Study Abroad Subsidy, you have to meet all requirements for each subsidies separately.

【Documents to submit】

- ① Application form for Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy) (Designated Form)
- ② Statement of purpose (Study Abroad Plan)
- ③ Scholastic Record (**※by 2016 fall semester : it must be downloaded by the end of July, 2017**)
- ④ Photocopy of an acceptance letter issued from the host institution
- ⑤ Photocopy of an invoice (with the tuition stipulated)
- ⑥ Certificate of the document which shows the payment of tuition is completed (Photocopy of receipt or specification etc.) ※2
- ⑦ A written statement of reasons (Free format, necessary only if an applicants are not able to submit either ⑤or⑥ regarding tuition fees or both of them when making an application.] ※2
- ⑧ Documents which show tuition fees of the institution and schedule of payment. (Necessary only if payment of tuition fees has not completed when making an application.) ※2
- ⑨ Request Form for Bank Transfer (Designated Form)
- ⑩ Photocopy of your bank account book (Both front covered page and the first page.)

※1 Refer to the details and notices on “Check list for submitting documents.”

※2 If the documents regarding tuition fees of the host institution are not ready by the deadline, make sure to read and follow the instructions listed on the “Notice for submitting documents for A Tuition Subsidy” below.

Notice for submitting documents for A Tuition Subsidy

- ① If applicants will not be able to prepare and submit either invoice or receipt of the payment of tuition of the host institution, or both of them, by the deadline of the application:
- In the case applicants have not completed the payment of the whole amount of the tuition (or some part of it), check and write the estimated date of submitting the documents in the column on the application forms and send PDF data of the document via e-mail afterwards. If applicants have not submitted the document by the declared date, their application will be rejected.
 - ※ A written statement of reason must include schedule of the payment designated by the the host institution and an estimated date of submission by the applicant as well as the reason why the applicant cannot submit any invoice nor receipt.
 - ※ If applicants miss to submit these documents by the deadline, their application will be rejected and will not be considered in the screening.
 - Due to the schedule of providing subsidy, regardless of the deadline set by the host institution, applicants must complete their payment of tuition fees by Friday February 9th, 2018 and submit the proof documents to the International Student Office. (As a PDF file.)
 - ※ Tuition subsidy will not be provided if applicants have not completed the payment of tuition fees for the host institution (and submitted the required documents) by the deadline.
【Place for submitting the data of receipt】
Meiji University Study Abroad Encouragement Subsidy, International Student Office:
global_p@meiji.ac.jp
- ② If your study abroad program will last over the academic year (Double Degree, Dual Degree program etc.) :
- Applicants need to apply for the subsidy each academic year if their program duration will be over one academic year,
- ※ For the tuition and expenses for the program which starts from January 2018 or later, you need to apply for 2018 AY Meiji University Study Abroad Encouragement Subsidy.

B Expenses Subsidy (including Meiji University Parents Association Union Study Abroad Subsidy (Only for Undergraduate Students))

Prepare the following ①~⑥ and attach “Document Check List for Meiji University Study Abroad Encouragement Subsidy Application Form (expenses subsidy)” as front cover. (※1) Note that even if this application includes the application for B Expenses Subsidy and Meiji University Parents Association Union Study Abroad Subsidy, you have to meet all requirements for each subsidies.

【Documents to submit】

- ① Application form for Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy) (Designated Form)
- ② Statement of purpose (Study Abroad Plan)
- ③ Scholastic Record (**※by 2016 fall semester : it must be downloaded by the end of July, 2017**)
- ④ Photocopy of acceptance letter issued from the host institution
- ⑤ Request Form for Bank Transfer (Designated Form)
- ⑥ Photocopy of bank account book (Both front covered page and the first page.)

※1 Refer to the details and notices on “Check list for submitting documents.”

9 Steps after Submission of the Application Documents

- The result will be sent by mail from the International Student Office to your guarantor registered. (If your guarantor lives abroad, the result will be sent by e-mail to the applicants.) Please note that the university will not answer any questions concerning their result of selection and its process.
- The schedule after submission of the application documents is planned as below. (Note that this schedule is subject to change.),

【Schedule】

Screening	January to February, 2018
Announcement of results	Around March, 2018
Time of payment	Around March ~ April, 2018

1 0 Personal Information Policy

Personal information gained from the application will only be used to arrange the subsidies including applications, providing the subsidy, or any other related procedures).

1 1 Contact

International Student Office

Office Hour : Week day 9:00-11:30, 12:30-17:00, Saturday 8:30-12:00 (Surugadai Campus)

E-mail : global_p@meiji.ac.jp Tel : 03-3296-4487

※ Closed on Sundays and Holidays (Except for National Holidays when they are on a class day.)

※ Office hours are different during summer vacation and winter holidays.

※ Make sure to write your school/graduate school, year and name when contacting us by e-mail and phone.

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