

2020 Spring: Study Abroad Program (Exchange/Fee-Paying) Application guidelines

2019/6/20

International Student Center

Study Abroad Program (Exchange/Fee-Paying) allows students of Meiji University to study abroad as exchange/visiting students around the world at the partner higher educational institutions which have an agreement with Meiji University. This is NOT a study abroad program aiming to get any academic degrees. Meiji University requires its students to go through internal screening before nomination to its partner institution because recommendation by Meiji University is necessary for Student Exchange/Fee-Paying program. Application information for the internal screening is provided on this application guideline as well as on the “2020 Spring: Student Exchange Program Admission Details”. Applicants must read through both aforementioned documents.

1. Partner institutions which conducts Study Abroad Program
Universities listed on “2020 Spring: Student Exchange Program Admission Details”
2. Duration of the Program
As a general rule, maximum 1 academic year from February 2020 or March 2020 (1–2 semesters)
3. Number of students to study abroad
In general, 1 to 2 students per university. (The number of sending student is subject to change)
4. Qualifications
<p>Applicants must meet <u>all of the following conditions</u>. Pay close attention especially to the conditions designated by each partner university;</p> <p>(1) Those who meet <u>all the application conditions</u> designated by the partner university they are applying for (listed on the “2020 Spring: Student Exchange Program Admission Details”)</p> <p>(2) Those who are regular Meiji University students. (Audit students are NOT eligible.)</p> <p>Undergraduate: <u>In their 2nd year or above</u> and have earned 15 or more credits per semester which are counted as graduation requirement credits. In case of irregular cases on credits, students must consult with their School and be approved to apply.</p> <p>Graduate: Those who are approved by their academic supervisor.</p> <p>(3) Those who have <u>the latest cumulative GPA of 2.0 or above</u>.</p> <p>(4) Those who have English proficiency of <u>TOEFL iBT 61 / IELTS 5.5</u> or above, if applying to English program(s).</p> <p>Applicants of non-English programs <u>need to meet the language requirement designated by the partner university</u>.</p> <p>*All applicants are required to meet minimum language requirement set by Meiji University by the designated deadline (July 19).</p> <p>(5) Those who have no physical or mental problems and can live abroad for a long period of time without any concerns.</p> <p>*If you have any chronic health concerns or special medical history, you are required to get permission from a physician and must submit a medical certificate in order to have your applications screened by Meiji University.</p> <p>(6) <For students whose nationality is not Japanese> As a general rule, you are not allowed to apply/study abroad at your home country.</p> <p>*Some partner universities have restrictions on the nationality of the incoming exchange/visiting students. If you are non-Japanese nationals, please refer to the application requirement on the “2020 Spring: Student Exchange Program Admission Details” and consult with the International Student Office at Izumi Campus by submitting the “Educational Background Information Sheet”. Meiji University will check your educational background in countries other than your home country.</p> <p>(7) Those who can secure the financial ability to pay all the necessary fees for studying abroad.</p> <p>*Some partner universities require applicants to submit a proof of financial status such as bank statement/certificate issued by a bank during application process to check students’ financial ability to participate in the program.</p>

(8) Those who get permission by their guarantor on the Program Agreement for the Study Abroad Programs.
*Please make sure to get permission on your study abroad before applying for the internal screening at Meiji University.

5. Application Period

July 1, 2019 (Mon) to July 19, 2019 (Fri)

*Be sure to submit the documents within the designated office hour.

6. Where and When to Submit

During Office Hour at a Belonging School/ Graduate School Office

* Please note that it is not the International Student Office. Any submission after the deadline or outside the designated hours will not be accepted.

7. Application Procedures

Both of the following application procedures are required for application.

(1) Online application & (2) Submission of All Documents at the counter

After you duly complete the online application, you must submit all of the application documents **by yourself** to the designated counter by the deadline.

* In case you are outside of Japan studying abroad and unable to submit the documents in person, please contact International Student Office well in advance.

【Email】 kokusaik@meiji.ac.jp

(1) Online application

Please log on to **Oh-o! Meiji** system and complete the **online application form** shown on the column of "**Questionnaires**" located left middle of the screen. Pay close attention to the application deadline.

※ **Name of Questionnaire :**

「2020 Spring: Study Abroad Program Online Application」



<https://oh-o2.meiji.ac.jp/portal/index>

(2) Submission of All Documents at counter

Documents to submit	Notes
1. Study Abroad Program Application Form	<ul style="list-style-type: none"> Designated form.
2. Study Abroad Program / Statement of Purpose (Statement of Study Abroad Plans) 【in English and in the language you wish to study】	<ul style="list-style-type: none"> Designated form. (Must be typed. Handwritten will not be accepted.) Use 10.5 point letters. Specify the number of words at the bottom. (Those without sufficient number of words and/or without listing the total number of words is regarded incomplete.)
3. The latest Scholastic Record	<ul style="list-style-type: none"> Record should be downloaded and <u>printed from Oh-o! Meiji system</u>. You <u>cannot</u> apply with a certificate <u>issued by automatic issuing machine</u>.
4. Program Agreement for the Study Abroad Programs	<ul style="list-style-type: none"> Designated form. Make sure to read the agreement thoroughly before submitting/applying. <u>Signature by your guarantor is mandatory. Make sure to get permission regarding your study abroad before applying for the program.</u>

5. Copy of the Certificate of the language proficiency	<ul style="list-style-type: none"> ● Applicants for English program must submit a photocopy of the original certificate of TOEFL-iBT or IELTS score taken in July 2017 or later. ● Applicants for Non-English program must submit a photocopy of the original certificate of the designated language proficiency test, only if the applying program requires specific language score. ● Even if the applicants do not hold the language proficiency score set by the applying program, as long as he/she meets the minimum language requirement set by Meiji University by the submission deadline, he/she is allowed to resubmit the score report by September 2. Please refer to “8. Notes”.
6. Educational Background Information Sheet for Study Abroad Programs 【only for those whose nationality is not Japanese】	<ul style="list-style-type: none"> ● Designated form. (Must be typed. Handwritten will not be accepted.) ● As a general rule, Meiji University does not allow students to study abroad at their home country. However we will check and consider your educational background in foreign countries.

*The application documents must be in **A4-size, single-sided printing, and not stapled.**

*Erasable pens are not allowed.

*It is applicant's own responsibility to make sure that all of the necessary documents are duly prepared before submitting. Your application may be rejected while going through document screening if it is not complete.

8. Notes

(1) GPA Requirements

Applicants must meet the GPA requirements not only at the time of the internal screening but also through the whole application process of the partner universities, till your departure. Please note that your nomination and/or acceptance may be revoked if your GPA falls below the requirements even after being selected as a candidate at the internal screening at Meiji University.

(2) Language Requirements

English

- **Applicants must have TOEFL iBT 61 or IELTS 5.5 or above.**
- Submission of the **photocopy of the official TOEFL-iBT score or IELTS** taken in July 2017 or later are mandatory. For TOEFL-iBT, a print out of the score on My Home Page on the internet is acceptable if the original copy is not ready by the application deadline for the internal screening. As soon as the official score report arrives, please submit the photocopy of the score sheet to International Student Office (Study Abroad) at Izumi campus. For IELTS, submission of the photocopy of the official score card is mandatory by the application deadline for the internal screening, as the score on the website does not state student's name, Meiji University will not consider the screenshot of the webpage as an official score report.
- If students apply for a partner university programs without scores meeting its language requirements, their application will be rejected in the document screening step. Please make sure to check the required score set by the designated school as well as department which you are interested because language requirements may differ from one school/department to another.

Languages other than English

- **Applicants must meet the language requirements set by the partner universities which you wish to apply**
- Submission of the **photocopy of the original certificate of the designated language proficiency test score**, only if the applying program requires specific language score. When applying for a partner university with a “※” mark listed on the column, it means “must have enough language proficiency to follow the classes conducted in the local language”. In this case, students are highly recommended to take the language proficiency test in advance and submit the score, even if the submission of the language certificate is not compulsory. For those partner universities without any designated level of the language proficiency test, Meiji University will consider the language proficiency of the students by the document and interview screening.
- If students apply for a partner university programs without scores meeting its language requirements, their

application will be rejected in the document screening step. Please make sure to check the required score set by the designated school as well as department which you are interested because language requirements may differ from one school/department to another.

- If the partner university finds that the applicant does not have sufficient language proficiency to take regular courses, he/she may be required to take language courses at the language center or any other institution affiliated to the university, even if he/she passes the internal screening and they are accepted by the partner university. Whether the credits earned at the language center will be approved by Meiji University or not depends on each School / Graduate School. Therefore, please consult with your belonging School / Graduate School office.
- In case students take any classes in English while majority of the registered courses are in local language, some partner university may request the submission of English proficiency score report. If it is the case, please make sure to submit the photocopy of the official TOEFL-iBT or IELTS score card with other application documents.

Wishing to resubmit the language proficiency score report due to not meeting the applying program's language requirement by Meiji University's inner screening deadline.

- To those who do not meet the applying program's language requirement by Meiji University's inner screening deadline but wish to resubmit the score report can submit the new score report to International Student Office (Study Abroad) on Izumi Campus by September 2.
e.g. Having English proficiency of TOEFL iBT 61 and meeting the minimum language requirement set by Meiji University at the time of inner screening application, but the required score set by the applying program being TOEFL iBT69, as long as you submit the score report of TOEFL iBT61, you are allowed to resubmit the score report by September 2.
(Place to resubmit the new score report: International Student Office (Study Abroad) on Izumi Campus)
If you wish to resubmit the score report, please be sure to retake the test accordingly.
Any submission after the deadline will not be accepted.
*Even if you plan to resubmit your score report, please make sure to turn in your language proficiency score report along with other necessary documents within the designated inner screening deadline. No resubmission of the new score report by September 2 will automatically revoke your application and disqualify you for the further interview screening.
*When filling out the column "Resubmit a score of language proficiency" on online application form on Oh-o! Meiji, please be sure to state the name of the planning proficiency test (e.g. TOEFL iBT, IELTS, TOPIK, DELE etc) and its test taking date.

(3)Statement of Purpose (Study Abroad Plan)

When writing the Statement of Purpose (Study Abroad Plan), pay attention to the following points as well as not to have misspelled or missing words in it;

- Use the designated form for writing the statement of purpose.
- Answer the given 4 questions briefly and clearly within the prescribed word limit.
- Statement in English and that in the local language do not need to be completely the same.
(Literal translation is not necessary as long as the content is the same.)

9. Fees for Studying Abroad

Fees necessary for Exchange Program is as follows;

- (1) Tuition fees for Meiji University (Tuition at the partner university will be waived)
- (2) Partner university' required fees except tuition (e.g. Facility use fee), travel expenses (e.g. application fees for passport, air ticket, visa application fees), accommodation fees, living expenses, insurance fees and other expenses are to be borne by applicants themselves.

For the safety management reasons, every student must purchase an overseas travel insurance designated by Meiji University (100.000–200.000 JPY). If the partner university requires its own designated insurance plan, students

must purchase both Meiji and partner university's insurances. Please be reminded that the overseas travel insurance designated by Meiji University is not exempt at any case.

*Students who will study abroad at Meiji University's partner university can apply for the "Meiji University Study Abroad Encouragement Subsidy (明治大学外国留学奨励助成金)."

For details, please refer to the following link:

<http://www.meiji.ac.jp/cip/usefulinfo/jyosei.html>

<Important>

If you are applying for a **Fee-Paying program**, you need to pay the tuition fees for both Meiji University and a partner university. Compared to Exchange programs, the total cost of Fee-Paying program is much higher. Please thoroughly investigate the tuition fee for the program well in advance and consult with your financial sponsor (such as a guardian) to apply.

10. Screening

International Student Center will rank the priority of nomination to partner universities, by considering comprehensively applicants' GPA, the application documents, and interview in person.

*Please note that the International Student Center will not respond any inquiry concerning results of internal screening and its process.

*Passing the internal screening at Meiji university does not guarantee the acceptance by the partner university. That is to say, partner university has a right to decide whether the applicant is duly accepted or not.

11. Steps after the Submission of the Application Documents

The following schedule is subject to change. In case it changes, the revised schedule will be announced shortly.

(1) Document Screening

Results will be notified to all applicants by the beginning of September via Oh-o! Meiji system.

(2) Interview Screening

Schedule:

【English】

Thursday, September 12, 2019

*Please keep your schedule vacant for all day long until further notice.

【Language other than English】

In the 4th week of September 2019 (September 17 to 20) in the afternoon.

*Time to be notified later.

Place:

Surugadai Campus

*Details of the meeting time and place will be informed via Oh-o! Meiji system to applicants who have passed the document screening.

***Date of the interview is not changeable, unless it is unavoidable such as attending classes.**

(3) Result of the Internal screening

To be announced via Oh-o! Meiji system to all the applicants by the beginning of October.

12. Steps after the Internal screening

Specific schedule will be notified to each candidate as the schedule and necessary documents vary from university to university.

-- Typical schedule --

October 2019	Attending an orientation for the nominees conducted by the ISO
October 2019	Preparation for application for the partner university
October – November 2019	Application for the partner university
December 2019 – January 2020	Receiving acceptance letter Application for visa, preparation for traveling (including air tickets), Submitting “Notification Form for Study Abroad (留学願)” to the School/ Graduate School office
Mid-January 2020	Attending “Pre-departure Orientation” conducted by the ISO
February – March 2020	Departure to partner university

13. Q & A

(1) Can I apply for other programs as well as this study abroad program?

Applying for other programs including those provided by each School/ Graduate School, self-arranged study abroad programs, and other study abroad programs at the same time as well as this study abroad program is generally be allowed. In this case, please consult with the School / Graduate School office or any related office in advance and list the name of the program on the Application Form (designated by the International Student Center). Please note that the study abroad program conducted by International Student Center will be prioritized if the selection or the selection results of the other program(s) will be conducted and announced in October 2019 or later. Also, if the other program(s) do not allow multiple applications at the same time, applicants must follow their rules. Once applicant is selected as the nominee for study abroad program with a partner university, the applicant is unable to apply for other program(s) and decline the student exchange program. Please make sure to prioritize programs and universities in advance, because the student is allowed to apply for only one university if they are selected in multiple programs.

(2) Can I apply for study abroad programs in different (multiple) languages?

Students can apply for study abroad programs in different (multiple) languages. In that case, make sure to prepare the Statements of Purpose in each of the languages of the programs.

(3) Where can I get information on partner universities?

Latest information on each partner university including its syllabus is available on the website of each institution. Make sure to get information about the partner university and the country by yourself and have a better understanding in your preparation for the internal screening. Please be sure to check whether the subjects in the fields you would like to study during your study abroad are being offered at the partner university, also whether the subjects are restricted for the international student. Study abroad reports on partner universities are available on the website of Meiji University (“For those who wish to study abroad”) if Meiji University has sent them any students previously. Also, students can contact and consult with those who had studied abroad to those universities. If you would like to contact previous students, please contact the International Student Office (Study Abroad) at Izumi Campus.

(4) Is it possible to study abroad even if I am taking the teacher training course?

While studying abroad itself is possible, it becomes difficult to graduate from Meiji University within the designated terms of study depending on your plan of taking necessary subjects and when you attend the teaching practice. It is strongly recommended to consult with the “Certification Course Office(資格課程事務局)” if you are taking the teacher training course and thinking about studying abroad as early as possible, because students cannot take any subjects necessary for the acquirement of a teacher’s license.

(5) Can credits taken during the study abroad program be necessarily converted as those of Meiji University?

The credits taken during the study abroad program at a partner university will not be converted and approved automatically as those of Meiji University. Whether those credits will be approved or not will be dependent on the judgement by your School/ Graduate School. Please make sure to consult with your advisory professor and the School/ Graduate School office in advance on your study abroad plan because it is not guaranteed if students can graduate from Meiji University within the designated terms of study.

(6) How many credits at the partner university can be converted as those of Meiji University?

Number of the credits approved and converted as those of Meiji University is different for students, because it is considered and decided by the faculty meeting of each School/ Graduate School according to the subjects and credits each student took at the partner university. Please note that number of the subjects a student can take at a university abroad tends to be less than that at a Japanese university and he/she will not necessarily be able to take the same number of credits at a university abroad.

(7) Can I study abroad in my last year in Meiji University?

Each School/ Graduate School has different rules. Please consult with your advisory professor and the School/ Graduate School office in advance on the timing of your graduation or completion if you wish to study abroad in their 4th year (Undergraduate) or in the 2nd year of their MA (Graduate).

(8) Will I be able to take subjects of the regular courses as long as I meet the language requirements?

Students may be requested to attend the language class if the partner university finds it necessary even if students meet the language requirements in the internal screening. It is recommended to keep putting effort to improve your language skills even after passing the internal screening in order to take regular courses as originally planned.

(9) Do I belong to any particular school or department in the partner university?

Some university assign incoming exchange students to a specific school or department and others do not. Also at some partner universities, students sometimes cannot take their preferred courses, select majors, nor school or department that they prefer. For this reason, it might be better for you to have several preferences of the choices of subjects, majors and schools/departments.

(10) Can I decline after passing the internal screening?

Students are not allowed to decline after passing the internal screening (after becoming a candidate for a university) without any justifiable reason. Please make sure to apply after confirming the necessary preparation, fees and risks about studying abroad.

(11) Is study abroad guaranteed if I passed the internal screening?

The purpose of the internal screening is to select a candidate for each partner university. Therefore, passing the screening and being recommended by Meiji University will not guarantee the acceptance by the partner university. The result of application including a final acceptance notice will be announced in around December 2019 to January 2020.

(12) Can I choose the duration of study abroad?

Students can choose either 1 academic year (maximum) or 1 semester. Please decide the duration after thinking over because any changes to the duration (1 semester to 1 academic year or 1 academic year to 1 semester) is not allowed after submitting an application for the internal screening.

(13) Will it be possible to transfer to a partner university?

The purpose of studying abroad through Meiji University is **NOT** aiming to become a transfer student. After completing the program, students are required to return to Meiji University and complete their study as well as acquiring a degree at Meiji.

(14) Do I need to come back to Meiji University soon after finishing the classes and exams?

Students must come back to Japan and Meiji University within 1 month after the end of their program (after finishing final exams).

(15) Is it mandatory to purchase an overseas travel insurance?

For the safety management policy of Meiji University, students must buy the designated overseas travel insurance covering the whole period of the program. Please make sure to join it, considering the date of your return before your departure. If your returning date changes and becomes later than the end of your original insurance coverage period, you must apply for an extension of the insurance with the help of your family in Japan.

(16) Does Meiji University prepare everything required for partner university' s application?

After being nominated to partner university, applicants must prepare necessary documents and apply for the program on their own. The nominee is requested to communicate closely with the person in charge at the partner university themselves and to complete the application procedures including housing and course registrations.

(17) How can I apply for VISA to study abroad?

Students must prepare and obtain a necessary visa on their own responsibility including getting necessary information and applications. Students can apply visa at an embassy or a consulate-general after receiving a visa related documents including an acceptance letter.

(18) Is accommodation secured for incoming Exchange/Fee-Paying students at the partner university?

While some partner universities offer their dormitory or provide information on apartments, housing for students is not guaranteed. Students need to contact the university directly (e.g. housing office) and ask/apply for a room on their own responsibility.

14. Inquiries

International Student Office (Study Abroad) on Izumi Campus

Office Hours: (Mon-Fri) 9:00-11:30, 12:30-17:00,

E-mail: kokusaik@meiji.ac.jp

Phone number: 03-5300-1542

- * Closed on Saturdays, Sundays and holidays (excluding the designated class day).
- * Please note that the office hours change during the summer and winter vacation.
- * When contacting us, please be sure to state your belonging **School/ Graduate School, year, and name.**

Your studying abroad starts from the preparation and application procedures. In order to get better management abilities when any problems happen during your program, please make sure to check the latest related information on the Internet and other resources regularly. Also, it is important to cooperate and communicate with other people and working together. When you have any questions or concerns, consulting with your advisory professor, the International Student Office, your school/graduate school office, and other related offices is helpful. Keep in mind that your studying abroad is for yourself, not others, from the very beginning of your application for the internal screening.