

2021 Fall University-wide Study Abroad Program [Exchange] Application Guidelines

September 18, 2020
International Student Center

This is the Study Abroad Program held at the partner institutions of Meiji University all around the world on the basis of the university-wide student exchange agreements. To participate in this program, students are required to apply to the internal screening and be nominated by Meiji University. Please read both "Application Guidelines" and "2021 Fall Study Abroad Program [Exchange] Admission Details" thoroughly for the details of the internal screening.

URL for "2021 Fall Study Abroad Program [Exchange] Admission Details". *To be published in early October:

https://www.meiji.ac.jp/cip/recruitment/2021_exchange_fall.html

1. Applicable Partner Institutions

The Universities listed in the "2021 Fall Study Abroad Program [Exchange] Admission Details"

2. Duration of Study Abroad

One semester or one academic year starting from August/September 2021.

- * Applicants choose the period at the time of application to Meiji internal screening. Note that it cannot be changed afterwards.
- * There may be a restriction on the period set by each university. Refer to "2021 Fall Study Abroad Program [Exchange] Admission Details" for details.

3. Number of Students

One to two students per university in general.

- * Refer to "2021 Fall Study Abroad Program [Exchange] Admission Details" for details.

4. Qualifications

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

1 Applicants must be regular Meiji University students (Audit students are not eligible).

Undergraduate : **Must be in their 1st year or above** and have earned 15 or more credits per semester which are counted as graduation requirement credits. Alternatively, students who have consulted with their School and received an approval may apply in exceptional cases.

Graduate: **Must be in their 1st year or above** and are approved by their academic supervisors.

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 university etc.

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 universities.

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 university/universities of their choice.

GPA requirement

Must be met with the cumulative GPA of up to Spring Semester 2020. For the universities without their own GPA requirements, 2.0 is applied as the minimum. If successfully selected as candidates, students must keep their GPA above the host university's minimum requirement throughout Fall Semester 2020 and Spring Semester 2021. If the candidate fails to keep the GPA, the nomination will be cancelled.

Language requirement

Applicants must submit a copy of the language proficiency test result that meets the requirement of the university/universities of their choice at the time of the application to the internal screening. (If there are more than one test listed in the "Admission Details" for one university, only one of them is required.) The universities that applicants fail to prove to have met the requirement will be excluded for screening. Make sure to check "Admission Details" carefully as some universities have different requirements depending on Schools/Departments.

English	Must meet the requirement with a result of the TOEFL iBT or IELTS (Academic Module) taken in or after September 2019. For partner universities without their own language requirements, TOEFL iBT 61/IELTS 5.5 are applied as the minimums. Whether or not TOEFL iBT MyBest scores, TOEFL iBT Special Home Edition, and IELTS Indicator are accepted depends on each university. Refer to "Admission Details" for details.
Non-English	Must meet the requirement with a result of the test that is valid until September 2021. If the universities of their choice do not require the submission of certificates or have no specific requirements, students may apply with a "Language Proficiency Assessment Sheet" (designated form) filled out by a professor of Meiji University in lieu of an official test certificate.

5. Application Period

Monday, October 26 to Thursday, November 5, 2020

6. Application Procedures

Both of the followings must be completed within the designated application period.

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

Title of the questionnaire: "2021 Fall University-wide Study Abroad Program Online Application"

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

② **Submission of application documents** to International Student Office

7. Where to Submit Application Documents

Application documents must be submitted by either of the following methods within the application period.
In person: **[Update: October 23]** accepted only if the campus entry restriction is lifted.

<In person> As the campus entry restriction is still in place, application documents submission is **only accepted by mail**.

In-person submission will not be accepted at all. Make sure to post the documents in time to reach the office by the due date.

* Mail: Submission after the deadline or outside office hours will not be accepted.
* Application documents must be submitted by the applicant himself/herself.

<By Mail> ATTN: International Student Office (Study Abroad), Meiji University
Building No.1-1F, 1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555
TEL: 03-5300-1542

* **Must reach on or before Thursday, November 5, 2020.** Submission after the deadline will not be accepted.

* Make sure to use the mailing method which the delivery status can be tracked such as registered mail.

* Inform in advance if mailing the documents from overseas.

8. Interview

Date: **Saturday, November 28, 2020** (May be held on November 30 or December 1 depending on the situation.)

Place: **Surugadai Campus**

* Leave your schedule open except for the classes until further notice.

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

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

* Interview will be conducted in Japanese. *If English assistance is required, please inform in advance.

* There is a possibility of holding the interview online depending on COVID-19 situation.

9. Screening Process

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

- * 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 Meiji University. Passing the internal screening does not guarantee the candidate's study abroad as the final decision will be made by each host university.

10. Application Documents

- All of the documents must be in A4 size, single side printed and not stapled.
- Designated forms must be filled out electronically except for the signatures. Do not use pencil or erasable pen for the signatures.
- 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/recruitment/2021_exchange_fall.html

1 University-wide Study Abroad Program Application Form

- To be filled in electronically using the designated form.

2 Study Abroad Statement of Purpose *English version is solely for English Track students

- To be filled in electronically using the designated form.
- Following the instruction on the designated form, applicants must write the Statement of Purpose in English and in each language they are applying.

3 The latest Scholastic Record downloaded and printed out from Oh-o! Meiji (up to Spring 2020)

- Official Transcript issued by automatic certificate issuing machine is not accepted.

4 Program Agreement for the Study Abroad Programs

- Designated form. Both applicant and guarantor must read thoroughly before signing.
- Handwritten signature of the guarantor is mandatory. Even if the guarantor lives away from Tokyo or Japan, make sure to receive the original copy of the signed form via postal mail, etc. and submit it.

5 Copy of the Official Certificate of language proficiency test

- Submission of a copy of the official certificate is mandatory if applying for the universities that require submission of the certificates (refer to the "Admission Details").
- 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 once it arrives.

6 [Non-English] Language Proficiency Assessment Sheet by a professor of Meiji University

- Designated form. To be filled out by a professor of Meiji University.
- This form may be used only when applying to university/universities which does/do not require the submission of an official certificate. Submission of either "Official Certificate" or "Assessment Sheet" is mandatory for non-English programs.

[Update: October 23]

As the campus entry restriction is still in place, submission of Language Proficiency Assessment Sheet via email directly from the professor is also accepted. In such case, signature can be typed electronically.

Email: kokusaik@meiji.ac.jp

7 Educational Background Information Sheet

- To be filled in electronically using the designated form.
- Mandatory to submit if applying to a program held in the country of own nationality.

11. Important Notes

■ 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 university, course registration, arranging accommodation, applying for visa, etc. Note that International Student Office will NOT prepare for these on behalf of the students.

■ 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 university, 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 Meiji 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/cip/report/report.html>

■ Choosing the universities

Applicants may choose up to five universities 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.

■ Choosing the language

University-wide Study Abroad Program is NOT for language learning. Whether the submission of the certificate is required or not, students must be capable of taking university level regular academic courses in that language. In case that applicants wish to apply in multiple languages, "Statement of Purpose" must be submitted in each language they are applying. Note that the scores listed in the "Admission Details" are the minimum requirements of each university. As higher scores may be required by the school/department where the applicant wishes to study, continuous efforts to improve language skills are highly recommended.

■ Academic Information

At some universities, incoming international students belong to one of the schools/departments and take most/all of the courses from that school/department, while other universities let incoming international students take courses freely from different schools/departments without belonging to a specific school/department. Refer to "Admission Details" as well as the official website of each university for the academic information. Note that some universities 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, the host university may judge the student's language ability as not sufficient to take regular courses and request to take language support courses instead. Regarding the credit transfer of language courses, consult with the School/Graduate School office.

■ Credit transfer

Credits earned at the host university MAY be transferred to that of Meiji University by going through the necessary procedure designated by the Schools/Graduate Schools. However, it is often the case that the number of approved credits is smaller than the credits students usually earn at Meiji University. Applicants should consult with their School/Graduate School office in advance as there is no guarantee of being able to graduate within the designated study period.

■ Cost of Study Abroad

It varies depending on the host university, country, type of accommodation (dormitory/apartment), lifestyle (self-catering/dining out), etc. The average cost for one year [Exchange] program is considered to be approx. 1,500,000-2,000,000 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
- Mandatory fees of the host university other than tuition (Facility fee, Registration fee, Student fee, etc.)
- Airfare, Visa application fee, Books & Supplies, Phone & Internet, other miscellaneous expenses, etc.
- Accommodation fee and meals
- Overseas Travel Insurance fee, etc.

■ Mandatory Overseas Travel Insurance

It is mandatory for every student who participates in "University-wide Study Abroad Program" to purchase the overseas travel insurance designated by Meiji University for safety management reasons. If the host university also has their mandatory insurance, students must purchase both insurances.

(Estimated cost of the mandatory Overseas Travel Insurance of Meiji University: approx. 50,000-200,000 JPY)

■ Accommodation

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

■ Visa application

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

■ 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.

■ 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.

■ Study abroad in the last year at Meiji University

Students must consult with the School/Graduate School office before applying as each school has different rules.

■ Meiji University Study Abroad Encouragement Subsidy

Participants of "University-wide Study Abroad Program" are eligible to apply for "Meiji University Study Abroad Encouragement Subsidy". Refer to the Application Guidelines published in June/July each year 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>

■ Application to another study abroad program at the same time

Applicants may apply to another study abroad program such as the programs organized by their schools at the same time. Applicants must consult with the program organizer (school, study abroad agency, etc.) in advance and state the details of the program in the online application form. It is obligatory to choose "University-wide Study Abroad Program" if the result of the other program is to be announced after the interview date.

■ 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.

■ Possibility of cancellation due to COVID-19

Study Abroad programs organized by International Student Center to the **countries/areas with "level 2" or higher travel alert issued by the Ministry of Foreign Affairs of Japan will be canceled**. Taking into consideration the circumstances of each country/area as well as Japan's immigration measures the decision will be made at an appropriate timing. Applicants will be informed of the decision making schedule at the time of internal screening result announcement.

12. Schedule after the Online Application & Submission of the Application Documents

2020	~Mid-November	Announcement for the details of the interview
	~Late November	Document screening
	November 28 to December 1	Interview
	Mid to late December	Announcement of the internal screening results
2021	Late January	Orientation for the successful applicants !!Mandatory to attend!!
	Late January~	Nomination of the candidates to the host universities
	Late January to April	Application to the host universities
	February to July	Admission from the host university/ application for visa, accommodation, airplane ticket, etc./ procedure required by the school
	Late-June	Pre-departure Orientation !!Mandatory to attend!!
	August to September	Departure
	December to February, 2022	Return to Japan (for one semester study abroad) !!Must return <u>within one month</u> of the last exam!!
2022	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. may vary depending on the host universities.

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

13. Inquiries

Meiji University International Student Office (Study Abroad) [Izumi Campus]

Office Hours: Weekdays 10:00-11:30, 12:30-17:00

Phone: 03-5300-1542

Email: kokusaik@meiji.ac.jp

- * Closed on Saturdays, 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.
- * Counter services are unavailable while "Measures to Prevent the Spread of Infection and Restrictions on Entry to the Campus" is applied.
- * Inquiries should be made via Email until the "Restrictions on Entry to the Campus" is lifted.