

Program Agreement for Meiji University University-wide Study Abroad Programs

Dear Director of International Student Center;

I hereby certify that I fully understand and agree to the terms and conditions indicated below as an applicant and participant of the Meiji University University-wide Study Abroad Programs. I also agree not to lodge any formal objection or protest unless there is a rational reason, in case I lose right to participate in the program or receive support from Meiji University by failing to comply with these terms and conditions.

1. **Once selected as candidates for University-wide Study Abroad Programs, students are not allowed to withdraw without a reasonable ground acknowledged by Meiji University.**
2. Students must fully understand the contents of Application Guidelines, necessary funds, risks and consequences of studying abroad and **get permission from their guarantor prior to application.** Necessary payments such as tuition for Meiji University, travel and health insurance, tuition for the host institution (for Fee-Paying programs), accommodation and other fees must be paid by the designated dates.
3. Students with chronic diseases or pre-existing conditions such as allergies must get an approval of their physician prior to application.
4. The candidates will be selected through internal screening (application documents and interview). Inquiries concerning screening results will not be answered.
5. Meiji University may cancel/postpone the Study Abroad Programs or request an early return due to the safety condition of the host country/region. Meiji University will not bear any responsibility for the expenses associated with the cancellation, postponement or early return.
6. Meiji University will nominate the candidates to the host universities. However, passing the internal screening does not guarantee the admissions from host universities as the final decision will be made by each university.
7. Personal data provided through application will be shared with and used by the host universities, travel and health insurance company and crisis management services company for the purpose of necessary procedures for studying abroad.

Conditions after passing the internal screening

8. Students have full responsibility for collecting information and completing the procedures required by each university such as preparing application documents, payment of necessary fees, finding accommodation, passport and visa application, purchasing insurance, course registration, etc. by the designated dates with no false statements. Students not being able to follow necessary procedures may be withdrawn from the program. Meiji University will not bear any responsibility for the loss or damage caused by the withdrawal.
9. After the admission from host universities, students have full responsibility for collecting information and completing the procedures required by their School/Graduate School at Meiji University, procedures associated with Meiji University Subsidy, special certification program course, etc. by the designated dates.
10. Regarding Export Control, all digital equipments should be used solely by the owner him/herself and should be carried back. The technology and information provided while overseas are either already publicly known or have no relation to design, manufacture, and usage that may be diverted to military use. Meiji University Export Control Regulation: <https://www.meiji.ac.jp/koho/about/export/index.html>
11. **It is mandatory for students to purchase the overseas travel and health insurance and register with the crisis management service designated by Meiji University for the period of departure to return from the host country. If the host university/country also has their mandatory insurance, students must purchase both insurances.**

Conditions during studying abroad

12. While studying abroad, students must comply with the laws of the host countries and regulations of host universities and Meiji University. Students are required to follow the instructions of faculty members and study abroad coordinators as well as acting responsibly as representatives of Meiji University.
13. Meiji University will not bear any responsibility for the loss or damage caused by disaster, riot, terrorism, accidents, diseases, crimes, etc. occurred during studying abroad.
14. Students have full responsibility for the compensation for any property damage and personal injury caused by their carelessness during studying abroad.
15. Students must stay at the designated accommodation (if any) by the host universities.
16. Students must understand the purpose and aim of the University-wide Study Abroad Programs. They are required to fulfill their studies, register for and take designated courses appropriately at the host universities. If instructed to terminate and return to Japan due to the issues regarding academic grades, attitudes toward participation, etc. students must comply with the decision. In this case, measures such as returning of the subsidy, non-approval of credit transfer, etc. may be taken. Meiji University will not bear any responsibility for the expenses associated with the early return.
17. Students must not participate in the activities with risks such as driving a car or a motorbike.
18. If requested an early return due to the safety issues of the host country/area, students must comply with the decision made by Meiji University. In such cases, students have full responsibility for the expenses associated with the early return.
19. Students must follow the instructions by Meiji University regarding designated reports (report of arrival, submission of "Report of Program Activities", etc.) during studying abroad in a timely manner.
20. Students must return to Japan within one month after the program end date.

Conditions after returning to Meiji University

21. Students must report their homecoming to their School/Graduate School and complete the designated procedures. Students must also submit the study abroad reports to the International Student Center in the designated format.
22. Personal data provided through submitted documents may be used for the purpose of sending information and requesting cooperation/contribution to study abroad related events, university publications, other university activities and so on.

Applicant Information (To be filled in by the applicant):

Name of Applicant: _____ Applicant Signature: _____

School/Graduate School: _____ Student ID: _____ Year: _____ Class: _____ Number: _____

Guarantor Information (To be filled in by the guarantor):

The guarantor agrees that the student will apply for the Study Abroad Programs and shall assure that the student will comply fully with the conditions written on this program agreement.

Name of guarantor: _____ Relationship to the applicant: _____

Signature: _____ Signed date (yyyy/mm/dd): _____