

Meiji University International Guest Researcher Application Guidelines

Headquarters of International Collaboration

Meiji University

1. OBJECTIVE

The purpose of this program is to promote academic exchange and enhance international collaboration by inviting guest researchers, thereby contributing to the advancement of academic research.

2. ELIGIBILITY OF THE HOST FACULTY

Full-time faculty members of Meiji University: (Professors, Associate Professors, Senior Assistant Professors, Non-tenured Professors, Non-tenured Associate Professors, Non-tenured Assistant professors, Assistant Professors)

3. STATUS

International Researchers will be designated as Guest Professor or Guest Scholar.

(1) Guest Professor

A full-time professor at a foreign university, or a full-time researcher at a foreign institution with qualifications equivalent to those of a university professor.

(2) Guest Scholar

A researcher affiliated with a university or research institute abroad who does not fall under (1) above.

4. ELIGIBILITY OF INTERNATIONAL RESEARCHERS

International Guest Researcher must meet the following criteria:

- (1) Qualify as a Guest Professor or Scholar and hold a master's degree or higher.
- (2) (1) includes Japanese nationals who have spent over 10 years abroad as researchers.
- (3) Receive funding from their home institution or an external organization (self-funded visits not allowed).

5. INVITATION PERIOD

1 to 12 months (extensions possible up to 2 years including the initial period.)

- ※ If the invitation period changes after approval, a written explanation must be submitted.
- ※ To request an extension, submit a letter addressed to the President of Meiji University from the researcher's home institution head and proof of funding for the extended period.

6. SUPPORT PROVIDED

- (1) Meiji University International Guest Researcher ID card

- (2) Library Card (access to university libraries) *optional
 (3) MIND Mobile account (access to campus internet services) *optional

7. APPLICATION DOCUMENTS & SUBMISSION PROCEDURE

Applications must be submitted by the host faculty member.

Email: International Collaboration Office gakujiyutsu@meiji.ac.jp

Document	Format	Submission	Notes
A. Application Form (with CV)	Specified Format※1	Email	Submit in Excel format. CV must be within 3 pages.
B. Recommendation Letter	Free Format※2	Email	Must be addressed to the President of Meiji University from the head or senior official of the researcher's institution.
C. Proof of Financial Support	Free Format	Email	Must indicate the funding period and amount. Issued by the funding organization.
D. Export Control Pre-Screening Sheet	Specified Format※1	Internal Campus Mail	Submit the original printed form signed or stamped by the host faculty.

※1 Download designated formats from the following webpage:

https://www.meiji.ac.jp/cip/researcher/visiting_scholar.html

※2 If documents B or C are in a language other than Japanese or English, attach a Japanese (or English) translation.

8. SUBMISSION DEADLINES

Invitation Period	Submission Deadline
Less than 90 days	3–4 months before arrival
90 days or more	5–6 months before arrival

※ For stays of 90 or more days, a Certificate of Eligibility (COE) is required. Meiji University will apply after approval.

※ COE issuance takes 1.5 months.

※ Please note that no faculty meetings are held during the university's summer break. Those wishing to visit between September and December should be especially mindful of submission deadlines.

9. VISA

Visa arrangements should be made through consultation between the Guest Researcher and the host faculty. For inquiries, please contact the Office of International Collaboration.

10. ACCOMMODATION

Guest Researchers may apply to use Meiji University's International Residences.

Please review the following website and have the host faculty complete the reservation:

Website: <https://www.meiji.ac.jp/cip/researcher/ghouse.html>

Contact: Meiji University International Residences for Researchers Reservation Center

Email: yoyaku_gh@meiji.ac.jp

※ Please note that the university does not provide referrals to off-campus accommodations.

11. REPORT

A one-page (A4, [designated format](#)) report must be submitted by email to gakujiyutsu@meiji.ac.jp **within one month after the conclusion of the research stay**. The report will be published on the university's website.

12. NOTES

(1) The host faculty member is the responsible party for the invited Guest Researcher and will serve as the host guarantor during the stay. Please provide sufficient explanation of the program details to the researcher.

(2) Headquarters of International Collaboration is not liable for any injury, illness, or accidents during the research period. Researchers are advised to obtain overseas travel insurance as needed.

CONTACT

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