

# Meiji University International Guest Researcher

## Application Guidelines

Headquarters of International Collaboration  
Meiji University

### 1. OBJECTIVE

These guidelines are for international guest researchers who visit Meiji University for research under the official designation as a “Meiji University International Researcher”. The international guest researcher shall conduct collaborative research with Meiji faculty (non-tenured included, hereinafter called host faculty).

### 2. INTERNATIONAL RESEARCHER / STATUS

The international guest researcher is given one of the following statuses.

#### (1) Guest Professor

Works full time at a university or institution outside Japan and must have achievements equivalent to those of a university professor.

#### (2) Guest Scholar

Belongs to a university or institution outside Japan and does not fall under (1) above.

### 3. ELIGIBILITY

To be eligible to become an international guest researcher at Meiji University, a candidate must

(1) Meet the status of guest professor or scholar,

(2) Hold at least a master’s degree.

(3) Receive financial support from the institution to which the candidate belongs or provide proof of a third party that will cover travel and living costs.

\* Self-funding only is not permitted in principle.

### 4. TERM OF RESEARCH

The duration of research ranges from 1 month to 1 year. If there is a need to extend the program, however, the researcher can apply for an extension once by submitting the following documents.

\*The total duration of the research term at Meiji University shall not exceed 2 years.

- (1) An extension letter to the president of Meiji University from the head of the university/institution to which the international guest researcher belongs
- (2) A certificate of financial support for the term of extension

## 5. BENEFITS

The international guest researcher shall receive the following benefits:

- (1) Meiji University International Guest Researcher ID
- (2) Library Card (access for all four libraries)
- (3) MIND account (internet access account)

## 6. APPLICATION

A prospective international guest researcher shall send all materials below by data to the host faculty at Meiji University. The host faculty shall confirm receipt of the materials and forward them to the International Collaboration Office.

- (1) Meiji University International Guest Researcher Application Form
- (2) Curriculum Vitae (CV)
- (3) Recommendation letter to the president of Meiji University from the head of the university/institution to which the international guest researcher belongs.
- (4) Certificate of financial support
  - \*Please include the term of payment and the amount of money
- (5) Meiji University Export Control Prior Inspection Sheet

NOTE 1: All materials should be prepared in Japanese or English. Please attach a Japanese translation if another language is used.

NOTE2 2: If there are two or more collaborating faculty members at Meiji University, please select one to be your representative researcher.

## 7. DEADLINE

3-4 months before your planned arrival date.

## 8. VISA

Please consult with your host faculty at Meiji University. Should you have any concerns, please contact the International Collaboration Office.

## 9. ACCOMODATION

The host faculty can reserve accommodations at the guest house for the guest researcher from the website below.

(1) Website information

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

(2) Department in charge

Meiji University International Residence for Researchers Reservation Center

(3) Contact information

[yoyaku\\_gh@meiji.ac.jp](mailto:yoyaku_gh@meiji.ac.jp)

#### 10. Report

Please submit the report within three months after your collaborative research. Please use the format specified by the International Collaboration Office. We will open your report on our website.

#### CONTACT

International Collaboration Office, Meiji University

Hiroto HADA (Mr.) / Kazuki NEGISHI (Mr.)

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