

# Application Guideline for Meiji University Tuition Assistance (Reduction) Program for Privately Financed International Students in Fall Semester AY2024

## 1. Eligibility (Applicants must meet all the requirements)

<b>Eligibility</b>	<p>(1) Students with excellent personality, outstanding academic results and have difficulties in attending school for financial reasons</p> <p>(2) Privately financed international students who newly-enrolled or re-enrolled in a regular course of Meiji University in September 2024. (excluding exchange students.)</p> <p>(3) Students who hold a valid “student” residence status as of October 7, 2024 (Mon.).          ※If you do not have a valid “student” residence status as of Friday, October 7, 2024, you must meet one of the following requirements (a) or (b).          (a) Students who have applied for COE at the International Student Office by 5:00 p.m. on Monday, October 7, 2024.          (b) Students who have applied for the procedures to obtain “student” resident status by 5:00 p.m. on Monday, October 7, 2024 (Extension of Period of Stay, Change of Resident Status).          ※Students who do not have “student” residence status due to participation in study abroad programs admitted by Meiji University are eligible.</p> <p>(4) The cumulative GPA up till the previous academic year:          ●<b><u>Undergraduates: 2.00 or above / Graduates: 3.00 or above</u></b>  <b><u>(Only for Graduate School of Professional Accountancy:1.70 or above)</u></b>          ●Newly admitted students including transfer admission: N/A</p> <p>(5) Those who return from leave of absence, the number of credits earned in the previous academic year as follows:          ●Undergraduate: <b>20 credits or more</b>          ●Undergraduate who attended only one semester before the absence: <b>10 credits or more</b>          ●Newly admitted students including transfer admission, Graduate: N/A</p> <p>(6) Student who fall under the relevant condition below at the time of application  <u>A.If the applicant is in Japan and their financial supporter is living outside Japan, the amount of allowance sent from the financial supporter needs to be less than JPY 90,000 per month in average.</u>(Exclude admission and tuition fees)  <u>B.If the applicant and their financial supporter is both living in Japan, the annual income of the supporter needs to be less than JPY 5,000,000.</u>  <u>C.If the applicant and their financial supporter is both living outside of Japan, the annual income of the supporter needs to be less than JPY 7,000,000.</u>          ※For B&amp;C, the above base amount is calculated assuming 4 people is in the supporter’s household. If the number of people in household exceeds 5 and if the income of the financial supporter is exceeding the base amount, please contact International Student Office <u>in advance.</u></p> <p>(7) Students who are not a scholar of “Meiji University International Students Incentive Scholarship Program” or “Meiji University Special Grant for Privately Financed International Students”.</p> <p>(8) Students who are not repeating a school year, or being absent from school in AY 2024 or not expected to be on a leave of absence in Fall semester AY 2024.          ※Students who repeat a year due to a leave of absence in the previous academic year may be eligible. Please consult with the International Student Office <u>in advance.</u></p> <p>(9) Students who are NOT subject to disciplinary action in AY 2024.          ※Students will lose eligibility when subjected to disciplinary action such as suspension, withdrawal, or expulsion in AY2024. Even if expulsion gets cancelled, eligibility will be lost during AY 2024.</p>
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## 2. Application period and documents to be submitted

<b>Frequently asked questions</b>	<p>In the link below, you may find frequently asked questions(FAQ) regarding the application procedures of Tuition Assistance Program Application. <a href="#">Link</a></p> <p>If there are any questions which were not listed on the link, please send those questions to International Student Office (<a href="mailto:iso@mics.meiji.ac.jp">iso@mics.meiji.ac.jp</a>) <b>by e-mail. No queries will be accepted over the phone.</b>          [Note]  <b><u>The questions asked and answers given will be added to the Frequently asked questions webpage above, as needed.</u></b>  <b><u>Please be sure to check the webpage before asking questions to avoid repetition of questions already answered on the webpage.</u></b></p>
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Online Application Period	<p><b>[Online Application period]</b>  <b>September 23<sup>rd</sup> (Mon.) 9:00AM to October 7<sup>th</sup> (Mon.) 5:00PM (JST)</b></p> <p>Apply online by answering a questionnaire via following link.</p> <p><a href="https://forms.office.com/r/kVsiD3kZz2">https://forms.office.com/r/kVsiD3kZz2</a></p> <p>[Notice]</p> <ul style="list-style-type: none"> <li>• <b>Applicants must complete and submit the application form during the above period.</b>  <b>Please complete the application well in advance.</b></li> <li>※Delays due to personal network issues are unacceptable (e.g. Wi-Fi troubles etc.)</li> <li>※If you cannot conduct online application due to unavoidable reasons, please contact us via email (<a href="mailto:iso@mics.meiji.ac.jp">iso@mics.meiji.ac.jp</a>) <b>by 16:00 PM on October 4<sup>th</sup> (Fri.)</b>.</li> <li>• <b>Online application can be submitted only once. Modifications cannot be made after the submission of a completed application, so please prepare your application well in advance.</b></li> <li>• <b>We will not accept inquiries about whether your application has been completed or not.</b>        ※If you receive an auto-reply e-mail after responding to the application form, your application is complete.</li> <li>• <b>We will not accept applications and document submission by postal mail or at the counter.</b>        ※Please be sure to apply online.</li> </ul>
Documents to be submitted:	<p><b>The following documents need to be submitted during online application. Please prepare in advance.</b></p> <p><b>If you have any documents that you cannot submit due to special circumstances, <u>please consult with the International Student Office in advance by e-mail (<a href="mailto:iso@mics.meiji.ac.jp">iso@mics.meiji.ac.jp</a>) and submit the document as instructed.</u></b></p> <p><b>(1) Documents proving your status of residence as a "Student".</b>  <b>Please submit the following documents ① or ②.</b></p> <ul style="list-style-type: none"> <li>① Students who have valid "student" residence status as of October 7, 2024 (Mon.), need to submit a photocopy or scanned data of both sides of their residence card on the online application form.</li> <li>② Students who do not have valid "student" residence status as of October 7, 2024 (Mon.), need to enter the reason why you do not have a residence card with the status of "Student" on the application form".</li> </ul> <p><b>(2) Photocopy or scanned data of a certificate of income that states your financial supporter's annual income for <u>FY 2023</u>.</b></p> <ul style="list-style-type: none"> <li>※ Submission is required when the applicant and the financial supporter both reside in the same country (including Japan).</li> <li>※ If the certificate is not written in Japanese or English, please add a Japanese translation prepared by the applicant and submit it.</li> <li>※ Not required if the applicant is in Japan and their financial supporter is living outside Japan.</li> </ul> <p><b>(3) Study/Research Plan ※Only for graduate school students on masters or doctoral courses [designated format]</b>      → Download the Study/Research Plan format from our website, fill in the form, and upload it on the application form. (Please prepare it in advance.)</p> <p><b>(4) Photocopy or scanned data of the applicant's bankbook (the cover and the first facing page).</b>  <b>*An Eco bankbook is also acceptable.</b></p> <ul style="list-style-type: none"> <li>※ Please note that bank accounts cannot be changed, in principle.</li> <li>※ Only bankbooks for bank accounts in Japan are acceptable.</li> <li>※ If you do not have a bank account in Japan, we will ask you to provide the above information after your scholarship is confirmed. (After the recipients are determined, those who did not submit their bankbooks at the time of application will be contacted.)</li> </ul> <p><b>[Notes]</b>      When international students open a bank account, their account status is set as "Non-resident" if they have been in Japan for a short period of time. After you have lived in Japan for at least 6 months, you can change the status to "Resident" at the bank counter. <b><u>Please check your bank account settings and change to "Resident" before submitting a photocopy of your bankbook.</u></b> For details, please click <a href="#">here</a> to see "Important Notes for Scholarship Transfer Account</p>

	for International Students".
<b>Download link</b>	You can download the designated format for (3) and (4) from the following link. URL: <a href="https://www.meiji.ac.jp/cip/student_support/funding/mkmht0000002f217.html">https://www.meiji.ac.jp/cip/student_support/funding/mkmht0000002f217.html</a>

### 3. Overview of Tuition Assistance

<b>Outline and Purpose</b>	To reduce the financial burden of privately financed international students in order to help them continue their studies by reducing tuition fees.			
<b>Assistance Amount</b>	<ul style="list-style-type: none"> <li>• Due to budgetary constraints, not all qualified applicants will receive assistance.</li> <li>• Assistance is applied to "tuition fees" only.</li> </ul> <p>※The eligible student will be decided in order of the highest grades in AY2023 of all the students who applied. (Please note that students who applied in this spring semester and were not eligible, cannot reapply this time.)</p>			
		<b>School year</b>	<b>Decision criteria</b>	<b>Assistance amount (JPY)</b>
		Newly admitted undergraduate students	N/A	200,000 yen
		Newly admitted graduate / professional graduate students	N/A	100,000 yen
		M2 / D2 or above graduate students	Top 50% of qualified applicants with the highest grades in each school	100,000 yen
		2nd year or above professional graduate students		
		2nd year or above undergraduate students	Top 10% of qualified applicants with the highest grades in each school	200,000 yen
	Top 30% of qualified applicants with the highest grades in each school		150,000 yen	
	Top 60% of qualified applicants with the highest grades in each school		100,000 yen	
<b>Assistance Method</b>	The assistance amount will be transferred to the bank account filled in the "Request for Bank Transfer." The date of payment is expected to be in mid December. Do NOT close your bank account until you confirm the money being transferred.			
<b>Cancellation of Scholarship</b>	Tuition Assistance (Reduction) is canceled in any of the following cases and university may ask a refundment; <ol style="list-style-type: none"> <li>(1) If the recipient's resident status of "Student" changes to another status.</li> <li>(2) If the application documents are found to contain falsehoods.</li> <li>(3) If the recipient is expelled from school or receives punishment by the university.</li> <li>(4) If the recipient receives poor attendance and low academic results, and it may affect the possibility of graduation.</li> <li>(5) If the recipient is deemed to be inappropriate for Tuition Assistance (Reduction) for any other reason.</li> </ol>			

### 4. Screening

<b>Screening Process</b>	Recipient will be decided by the order of students' scholastic performance in their school. Due to budgetary constraints, note that not all qualified applicants will be able to receive assistance.
<b>Screening Announcement</b>	All applicants will be notified the result by Oh-o! Meiji system around late November.

## 5. Handling of Personal Information

Meiji University will use the submitted personal information only for the purpose of scholarship related matters, including screening, decision-making process and related with the work in compliance with Meiji University Educational Foundation Personal Information Protection Policy and Personal Information Protection Law and Regulations. Any personal information will be provided to the third party in compliance with laws and regulations, and never be used for other purposes.

## 6. Note

<b>Note</b>	<ul style="list-style-type: none"><li>(1) Any applicants who are found to be ineligible after completing the application procedure will be disqualified from the screening.</li><li>(2) Students who have not paid tuition fees cannot receive tuition assistance.</li><li>(3) <b><u>Meiji University will contact students via Oh-o! Meiji system.</u></b> <b><u>Please make sure to check it frequently.</u></b></li><li>(4) No reselection will be made under any circumstances.</li></ul>
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International Student Office  
iso@mics.meiji.ac.jp