

Pre-Program Procedures Check List

<Check List>

[Documents for Submission to the International Student Office]				
Contents		Remarks	Due Date	☒
1	Photocopy of passport	Page with your name and photo	Sep. 20 (Sun)	☐
2	Photocopy of residence card	Front side		☐
3	Photocopy of national health insurance card	Front side only ※Always carry the original card with you.		☐
4	Pledge for Mobility Program Participation in Meiji University			☐
[Procedures on Campus]				
Contents		Remarks	Contact for Inquiries	☒
1	Receive your student ID card	Pick up at your undergraduate/graduate school office after your arrival.	Undergraduate/graduate school office	☐
2	Set up Multi-factor authentication	Go to "Mobile app settings"	Media Support Desk	☐
3	Log in to Oh-o!Meiji	Go to "How to use Oh-o! Meiji portal"	Media Support Desk	☐
4	Take MIND introductory course	Available period : Sep. 20 (Sun) – Oct. 6 (Tue)	Media Support Desk	☐
5	Enroll in Meiji University Student Health Insurance	Complete the payment online by following the instructions mentioned in the email.	International Student Office	☐
[Orientations] ※Only applicable students				
Contents		Applicable Students	Contact for Inquiries	☒
1	Undergraduate/graduate school's guidance or interview with academic advisor	Students received an "Personal Schedule Sheet for Exchange Student" with dates and other details indicated.	Undergraduate/graduate school office	☐
2	Announcement of placement test result and orientation for Japanese language classes	All students including students of the GRADUATE School of Global Japanese Studies, but not including the UNDERGRADUATE School of Global Japanese Studies students	International Student Office	☐
[Mandatory Procedures at Municipal Office]				
Contents		Remarks	Contact for Inquiries	☒
1	Notification of moving in	Submit at the municipal office within 14 days of your moving-in	Municipal office or ward office in your area	☐
2	National Health Insurance	Complete the procedure together when submitting the notification of moving in. You will receive payment slip later on.		☐