



**School of Information and Communication, Meiji University**  
**2023 Academic Year Student Exchange Program Application Guideline**

**※This Student Exchange Program is for studying in School of Information and Communication.**

**※Please note that this program and the following information may be subject to change in the light of the current global pandemic due to COVID-19.**

### 1. 【Contact Information】

School of Information and Communication Office, Meiji University				
Surugadai	Location	1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo (5 <sup>th</sup> Floor, Liberty Tower)		
	TEL	+81-03-3296-4262	FAX	+81-03-3296-4351
Izumi	Location	1-9-1 Eifuku, Suginami-ku, Tokyo (1 <sup>st</sup> Floor, Building No. 1)		
	TEL	+81-03-5300-1629	FAX	+81-03-5300-1202
E-mail		infocom@mics.meiji.ac.jp		
Student Exchange Program Guideline		<a href="http://www.meiji.ac.jp/infocom/office/exchange.html">http://www.meiji.ac.jp/infocom/office/exchange.html</a>		

### 2. 【Application Period / Acceptance Decision Period】

	Spring Semester	Fall Semester
Application period	1 August – 30 September 2022	9 January – 28 February 2023
Decisions Released	Around December 2022	Around May 2023
Application Procedure	1. Exchange Student Program Coordinator should send the application materials (Refer to 9. 【Application Materials】 ) by mail to the School of Information and Communication Office within the application period. The application materials must reach us by the end of the application period. <b><u>Please make sure all materials are submitted in the correct format before sending.</u></b> 2. Applicant should send the “Certificate of Eligibility” as an Excel file to <infocom@mics.meiji.ac.jp>.	

### 3. 【Academic Calendar (tentative)】

	Spring Semester	Fall Semester
Arrival and move-in to dorm	Late March 2023	Early September 2023
Orientation	From end of March 2023	From early September 2023
Classes begin	Early April 2023	20 September 2023
Classes end	Late July 2023	Early February 2024
Examination period	Late July 2023	Late January 2024
-We do not allow exchange students to return home before classes and exams finish. -Academic Calendar for 2023 is not available yet.		

-Details regarding dormitory move-in and orientation schedule will be notified to the students directly.

#### 4. 【Syllabus and Grading】

Syllabus “Oh-o!Meiji System”	<p><a href="https://oh-o2.meiji.ac.jp/portal/index">https://oh-o2.meiji.ac.jp/portal/index</a></p> <p>Login as a Guest and search for courses. You can change the language setting to English, but the content will be written in Japanese. Syllabus for courses offered in academic year 2023 will be available in April 2023.</p>
Courses	<p>Within all the courses (13,000 classes) offered at Meiji University, 12,000 classes are conducted in Japanese. <b><u>Almost all of the courses offered at School of Information and Communication are conducted in Japanese.</u></b></p> <p>However, Exchange students from Foreign Trade University whose language requirement for acceptance is solely English are permitted to take classes taught only in English.</p>
Course registration	<p>Registration for courses will be completed after arrival. Exchange students can take a maximum of 24 credits per semester and <b><u>must register at least one course from School of Information and Communication</u></b> (details will be announced after arrival).</p>
Japanese Classes	<p>Those who wish to take Japanese classes offered by the university will be asked to go through a Japanese class application process which will be announced later.</p>
Grades	<p>S (90 points or higher), A (80 to 89 points), B (70 to 79 points), C (60 to 69 points), F (59 points or lower: Fail). A grade of C or better is required to earn credits from a course.</p>

#### 5. 【Courses offered in School of Information and Communication】

Curriculum	<p><a href="http://www.meiji.ac.jp/koho/disclosure/class/infocom/curriculum/index.html">http://www.meiji.ac.jp/koho/disclosure/class/infocom/curriculum/index.html</a> (Japanese page provides more information)</p> <p><a href="http://www.meiji.ac.jp/cip/english/undergraduate/infocom/chart.html">http://www.meiji.ac.jp/cip/english/undergraduate/infocom/chart.html</a> (English)</p> <p>Curriculum differs by the year of entrance. Some courses may be restricted depending on the grade and curriculum exchange students are accepted in.</p>
List of Faculty Members	<p><a href="http://www.meiji.ac.jp/infocom/teacher/index.html">http://www.meiji.ac.jp/infocom/teacher/index.html</a> (Japanese)</p> <p><a href="http://www.meiji.ac.jp/cip/english/undergraduate/infocom/faculty.html">http://www.meiji.ac.jp/cip/english/undergraduate/infocom/faculty.html</a> (English)</p>
Seminars	<p><a href="https://www.meiji.ac.jp/infocom/seminar/introduction.html">https://www.meiji.ac.jp/infocom/seminar/introduction.html</a> (Japanese only)</p> <p>Exchange students are assigned an academic supervisor and are, in principle, required to participate in seminars in which those supervisors provide. Seminars are comprised of 10-20 students and encourage active discussions with the supervisors. Students participating in these seminars are not only able to get access to direct counseling by their academic supervisors, but also able to interact with other students closely.</p>

#### 6. 【Campuses, Housing for Exchange Students and Living Expenses】

Meiji University	<a href="http://www.meiji.ac.jp/index.html">http://www.meiji.ac.jp/index.html</a> (Japanese) <a href="http://www.meiji.ac.jp/cip/english/">http://www.meiji.ac.jp/cip/english/</a> (English)																
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Basic university information	<a href="http://www.meiji.ac.jp/koho/about/index.html">http://www.meiji.ac.jp/koho/about/index.html</a> (Japanese) <a href="http://www.meiji.ac.jp/cip/english/about/index.html">http://www.meiji.ac.jp/cip/english/about/index.html</a> (English)																
Campus information	<a href="http://www.meiji.ac.jp/cip/english/about/campus/index.html">http://www.meiji.ac.jp/cip/english/about/campus/index.html</a> Classes for School of Information and Communication are held in Izumi and Surugadai Campus.																
Housing	<p>Those who wish to live in our dormitory can apply for it.</p> <p><b><u>Meiji University has multiple dormitories and makes all decisions regarding dormitory and room assignments. After application, we are unable to accept a cancellation. Applicants should be aware of this fact.</u></b></p> <table> <tr> <td>1. Izumi International House</td> <td>2-24-14 Izumi, Suginami-ku, Tokyo</td> </tr> <tr> <td>2. Komae International House</td> <td>1-5-1 Motoizumi, Komae, Tokyo</td> </tr> <tr> <td>3. Tokyo Girls Student House (For women only)</td> <td>1-9-19, Wada, Suginami, Tokyo</td> </tr> <tr> <td>4. DK HOUSE Tokyo-Shinkoiwa</td> <td>4-4-5, Shinkoiwa, Katsushika, Tokyo</td> </tr> <tr> <td>5. UniE'meal Meidaimae Global House</td> <td>1-7-43, Eifuku, Suginami, Tokyo</td> </tr> <tr> <td>6. Meiji Global Village</td> <td>1-11-1, Eifuku, Suginami, Tokyo</td> </tr> </table>	1. Izumi International House	2-24-14 Izumi, Suginami-ku, Tokyo	2. Komae International House	1-5-1 Motoizumi, Komae, Tokyo	3. Tokyo Girls Student House (For women only)	1-9-19, Wada, Suginami, Tokyo	4. DK HOUSE Tokyo-Shinkoiwa	4-4-5, Shinkoiwa, Katsushika, Tokyo	5. UniE'meal Meidaimae Global House	1-7-43, Eifuku, Suginami, Tokyo	6. Meiji Global Village	1-11-1, Eifuku, Suginami, Tokyo				
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Living expenses	<p>Tokyo is known around the world as being one of the most expensive places to live. The average monthly expenses of an exchange student are listed below. Do your research and be sure you have the funds necessary to cover your expenses. According to the Japan Student Services Organization, monthly living expenses in Tokyo are generally estimated to be about ¥150,000.</p> <table> <tr> <td>Rent (e.g. Izumi Int. House)</td> <td>¥75,000 or more</td> </tr> <tr> <td>Transportation</td> <td>About ¥10,000-20,000</td> </tr> <tr> <td>Meals</td> <td>About ¥30,000 or more</td> </tr> <tr> <td>Utilities (electricity, gas, water)</td> <td>About ¥10,000 or more</td> </tr> <tr> <td>Phone</td> <td>About ¥6,000 or more</td> </tr> <tr> <td>Total</td> <td>About ¥131,000 or more</td> </tr> </table> <p>You should also prepare to pay the following costs.</p> <table> <tr> <td>Student health insurance</td> <td>¥3,000 (one-time payment upon arrival)</td> </tr> </table> <p>*Mandatory for all exchange students</p> <table> <tr> <td>National Health Insurance</td> <td>¥15,000/year</td> </tr> </table> <p>*Mandatory for all exchange students</p>	Rent (e.g. Izumi Int. House)	¥75,000 or more	Transportation	About ¥10,000-20,000	Meals	About ¥30,000 or more	Utilities (electricity, gas, water)	About ¥10,000 or more	Phone	About ¥6,000 or more	Total	About ¥131,000 or more	Student health insurance	¥3,000 (one-time payment upon arrival)	National Health Insurance	¥15,000/year
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Daily necessities	About ¥30,000
Books (textbooks)	About ¥5,000

### 7. 【Application Requirements】

Faculty of Humanities, Srinakharinwirot University	JLPT level <u>N3 or higher</u>
College of Liberal Arts and Social Sciences, City University of Hong Kong	JLPT level <u>N4 or higher</u>
Faculty of Linguistics, Cultures, and Arts, Goethe University Frankfurt Am Main	JLPT level <u>N4 or higher</u>
Faculty of J Linguistics and Culture, University of Languages and International Studies - Vietnam National University, Hanoi	GPA 2.5 or higher JLPT level N4 or higher
Foreign Trade University	GPA 2.5 or higher

### 8. 【Maximum Number of Students Admitted】

Faculty of Humanities, Srinakharinwirot University	Three
College of Liberal Arts and Social Sciences, City University of Hong Kong	Three
Faculty of Linguistics, Cultures, and Arts, Goethe University Frankfurt Am Main	Two
Faculty of J Linguistics and Culture, University of Languages and International Studies - Vietnam National University, Hanoi	Two
Foreign Trade University	Two

### 9. 【Application Materials】

<p>●<b>Download application materials from <a href="http://www.meiji.ac.jp/infocom/office/exchange.html">http://www.meiji.ac.jp/infocom/office/exchange.html</a>.</b></p> <p>●Submit application materials ① to ⑤ via the Exchange Student Program Coordinator at your university.</p> <p>●Submit application material ⑤ “Certificate of Eligibility” as an Excel file to &lt;infocom@mics.meiji.ac.jp&gt;.</p> <p>●<u>Please read the instructions carefully and refer to the samples before submitting your application.</u></p> <p>●<u>Do not use an erasable pen for any application materials.</u></p>
<p>① Document Checklist (Designated form)</p> <p>② Application Form (Designated form)</p> <p>③ Study Plan (Designated form)</p> <p>④ Certificate of Health (Designated form)</p> <p>⑤ Application for Certificate of Eligibility ※Read “How to write the Application for Certificate of Eligibility” and fill in “For applicant Part 1-3” and “For Organization Part 1”.</p> <p>⑥ Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following documents)</p> <ol style="list-style-type: none"> <li>1. A bank balance certificate of the applicant or the person responsible for payment</li> <li>2. A copy of the bankbook (all pages) of the applicant or the person responsible for payment</li> <li>3. An income certificate of the person responsible for payment</li> <li>4. Certificate of scholarship funds that the applicant is receiving/will receive (Disbursement period</li> </ol>

must correspond to duration of study abroad at Meiji University.)

- ⑦ Housing Request (Designated form)
  - ⑧ Questionnaire Regarding Japanese Language <Questionnaire A> (Designated form)
  - ⑨ Japanese Language Proficiency Certificate <Questionnaire B> (Designated form) ※Only for those applicable.
  - ⑩ Self-assessment of Japanese Language Ability <Questionnaire C> (Designated form)
  - ⑪ A Copy of your “Japanese-Language Proficiency Test Certificate of Result and Scores”
  - ⑫ An original copy of academic transcript ※Submit the most recent version of your transcript that includes grades from the most recent academic year (or semester) prior to application.
  - ⑬ A Letter of Recommendation
  - ⑭ Three Identical Color Photographs (3cm X 4cm)
    - Affix one photo to “Application Form”.
    - Clip two photos to the documents (Will be used for Application for Certificate of Eligibility and Student ID Card).
  - ⑮ A Copy of your passport ※Pages showing your name, photo, and passport number.
- ※ “Statement of Financial Responsibility” (designated form) does not need to be submitted for applications from AY 2022 onwards.

Please refer to our website for updated information.