



School of Information and Communication, Meiji University
2020 Academic Year Student Exchange Program Application Guideline

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

1. 【Contact Information】

School of Information and Communication Office, Meiji University				
Surugadai	Location	1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo (5 th Floor, Liberty Tower)		
	TEL	+81-03-3296-4263	FAX	+81-03-3296-4351
Izumi	Location	1-9-1 Eifuku, Sugunami-ku, Tokyo (1 st 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		http://www.meiji.ac.jp/infocom/office/exchange.html		

2. 【Application Period / Acceptance Decision Period】

	Spring Semester	Fall Semester
Application period	1 August – 30 September 2019	8 January – 28 February 2020
Decisions Released	Around December 2019	Around May 2020
Application Procedure	<p>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. <u>Please make sure all materials are submitted in the correct format before sending.</u></p> <p>2. Applicant should send the “Certificate of Eligibility” as an Excel file to <infocom@mics.meiji.ac.jp>.</p>	
Others	<p>- We accept exchange students from Foreign Trade University and University of Languages and International Studies - Vietnam National University, Hanoi only for Spring Semester.</p> <p>- Students from Goethe University are not able to apply for Spring Semester 2020.</p>	

3. 【Academic Calendar (tentative)】

	Spring Semester	Fall Semester
Arrival and move-in to dorm	Late March 2020	Early September 2020
Orientation	From end of March 2020	From early September 2020
Classes begin	7 April 2020	20 September 2020
Classes end	22 July 2020	Early February 2021

Examination period	Late July 2020	Late January 2021
<p>-We do not allow exchange students to return home before classes and exams finish.</p> <p>-Calendar for academic year 2020 is not available yet.</p> <p>-Details regarding move-in and orientation schedule will be notified to the students.</p>		

4. 【Syllabus and Grading】

Syllabus “Oh-o!Meiji System”	<p>https://oh-o2.meiji.ac.jp/portal/index</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 2019 will be available from April 2019.</p>
Courses	<p>Within all the courses (13,000 classes) offered at Meiji University, 12,000 classes are conducted in Japanese. <u>Almost all of the courses offered at School of Information and Communication are conducted in Japanese.</u></p> <p>However, Exchange students from University of Languages and International Studies - Vietnam National University, Hanoi whose language requirement for acceptance is English and Japanese, and Foreign Trade University whose language requirement for acceptance is solely English are only permitted to take classes taught 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 <u>must register at least one course from School of Information and Communication</u> (details will be announced after arrival).</p> <p>Exchange students from University of Languages and International Studies - Vietnam National University, Hanoi whose language requirement for acceptance is English and Japanese, and Foreign Trade University whose language requirement for acceptance is solely English will generally be required to take the following classes.</p> <p>【Required Class】</p> <ul style="list-style-type: none"> • Liberal Arts for Global Common (Class at Human Resource Development Program for International Cooperation) <p>【Recommended Class】</p> <ul style="list-style-type: none"> • Applied Seminar (Class at School of Information and Communication) • Solution Approach E - Model United Nations - (Class at Human Resource Development Program for International Cooperation) <p>【Elective Class】</p> <ul style="list-style-type: none"> • Other classes taught in English (Exchange students may take the classes at other faculties, only when students obtain permission.)
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	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.
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5. 【Courses offered in School of Information and Communication】

Curriculum	<p>http://www.meiji.ac.jp/koho/disclosure/class/infocom/curriculum/index.html (Japanese page provides more information)</p> <p>http://www.meiji.ac.jp/cip/english/undergraduate/infocom/chart.html (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>http://www.meiji.ac.jp/infocom/teacher/index.html (Japanese)</p> <p>http://www.meiji.ac.jp/cip/english/undergraduate/infocom/faculty.html (English)</p>
Seminars	<p>http://www.meiji.ac.jp/infocom/seminar/zemi.html (Japanese only)</p> <p>Exchange students are assigned an academic supervisor and are required to participate in seminars in which those supervisors provide in principle. Seminars are comprised of 10-20 students and encourage active discussions with the supervisors. Students participating in these seminars not only get access to direct counseling by their academic supervisors, but they are also able to interact with other students.</p>

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

Meiji University	<p>http://www.meiji.ac.jp/index.html (Japanese)</p> <p>http://www.meiji.ac.jp/cip/english/ (English)</p>										
School of Information and Communication	<p>http://www.meiji.ac.jp/infocom/index.html (Japanese)</p> <p>http://www.meiji.ac.jp/cip/english/undergraduate/infocom/index.html (English)</p>										
Basic university information	<p>http://www.meiji.ac.jp/koho/about/index.html (Japanese)</p> <p>http://www.meiji.ac.jp/cip/english/about/index.html (English)</p>										
Campus information	<p>http://www.meiji.ac.jp/cip/english/about/campus/index.html</p> <p>Classes for School of Information and Communication are held in Izumi and Surugadai Campus.</p>										
Housing	<p>Those who wish to live in our dormitory can apply it.</p> <p><u>Meiji University makes all decisions regarding dormitory and room assignments. After application, we are unable to accept cancel. Applicants should be aware of this fact.</u></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-ku, Tokyo</td> </tr> <tr> <td>5. UniE'meal Meidaimae Global House</td> <td>1, Eifuku, Suginami-ku, 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-ku, Tokyo	5. UniE'meal Meidaimae Global House	1, Eifuku, Suginami-ku, Tokyo
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	6. Meiji Global Village	1-11-1, Eifuku, Suginami-ku, Tokyo
Living expenses	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.	
	Rent (e.g. Izumi Int. House)	¥63,000 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 ¥119,000 or more
	You should also prepare to pay the following costs.	
	Student health insurance	¥2,500 (one-time payment upon arrival)
	National Health Insurance	¥12,000/year
Daily necessities	About ¥20,000	
Books (textbooks)	About ¥5,000	

7. 【Application Requirements】

Language Requirement :Japanese	
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>
School of Art, Sungkyunkwan University	JLPT level <u>N4 or higher</u> *For those who wish to study “Dance and Bodily Expression”, <u>JLPT level N5 or higher</u>
Faculty of Linguistics, Cultures, and Arts, Goethe University Frankfurt Am Main	JLPT level <u>N4 or higher</u>
Language Requirement :English and Japanese, or English only	
Faculty of J Linguistics and Culture, University of Languages and International Studies - Vietnam National University, Hanoi	GPA 2.5 or higher
Foreign Trade University	GPA 2.5 or higher

8. 【Maximum Number of Students Admitted】

Language Requirement :Japanese	
Faculty of Humanities, Srinakharinwirot University	Three
College of Liberal Arts and Social Sciences, City University of Hong Kong	Three
School of Art, Sungkyunkwan University	Two
Faculty of Linguistics, Cultures, and Arts, Goethe University Frankfurt Am Main	Two
Language Requirement : English and Japanese, or English only	

Faculty of J Linguistics and Culture, University of Languages and International Studies - Vietnam National University, Hanoi	Two *Spring Semester only
Foreign Trade University	Two *Spring Semester only

9. 【Application Materials】

- **Download application materials from <http://www.meiji.ac.jp/infocom/office/exchange.html>.**
 - Submit application materials ① to ⑮ via the Exchange Student Program Coordinator at your university.
 - Submit application material ⑩“Certificate of Eligibility” as an Excel file to <infocom@mics.meiji.ac.jp>.
 - Please read the instructions carefully and refer to the samples before submitting your application.
 - Do not use an erasable pen for any application materials.
- ① Document Checklist (Designated form)
 - ② Application Form (Designated form)
 - ③ Study Plan (Designated form)
 - ④ **Certificate of Health** (Designated form)
 - ⑤ Statement of Financial Responsibility (Designated form)
 - ・ A certificate showing the applicant's bank balance or a copy of the applicant's bankbook (all pages).
 - ・ Income certificate, bank balance certificate, or a copy of the bankbook (all pages) of the supporter responsible for payment. Please note that if the supporter is not currently employed, his/her bank balance certificate must be attached.
 - ・ Certificate of scholarships received (ONLY required for those who have been awarded a scholarship).
 - ⑥ Housing Request (Designated form)
 - ⑦ Questionnaire Regarding Japanese Language <Questionnaire A> (Designated form)
 - ⑧ Japanese Language Proficiency Certificate <Questionnaire B> (Designated form) ※Only for those applicable.
 - ⑨ Self-assessment of Japanese Language Ability <Questionnaire C> (Designated form)
 - ⑩ 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”.
 - ⑪ **A Copy of your Certificate of Proficiency of Japanese Language Proficiency Test**
 - 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.

Please refer to our website for updated information.