



May 27, 2024

School of Information and Communication, Meiji University
2025 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, Suginami-ku, Tokyo (1 st Floor, Building No. 1)		
	TEL	+81-03-5300-1628	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 2024	8 January – 28 February 2025
Decisions Released	Around December 2025	Around May 2025
Application Procedure	Prepare the application materials (Refer to 9. 【Application Materials】) and send the scanned data by EMAIL (address below) by Exchange Student Program Coordinator. ※Please make sure that the Application Procedure has been changed from 2025.	
Email (Documents should be sent to)	Email of School of Information and Communication infocom@mics.meiji.ac.jp	

3. 【Academic Calendar (tentative)】

	Spring Semester	Fall Semester
Arrival and move-in to dorm	Late March 2025	Early September 2025
Orientation	From end of March 2025	From early September 2025
Classes begin	Early April 2025	20 September 2025
Classes end	Late July 2025	Early February 2026
Examination period	Late July 2025	Late January 2026
-We do not allow exchange students to return home before classes and exams finish. -Academic Calendar for 2025 is not available yet. This is an approximate schedule based on past years. -Details regarding dormitory move-in and orientation schedule will be notified to the students directly.		

4. 【Syllabus and Grading】

Syllabus "Oh-o!Meiji System"	https://oh-o2.meiji.ac.jp/portal/index 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 2025 will be available in April 2025.
Courses	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> However, Exchange students from Foreign Trade University whose language requirement for acceptance is solely English are permitted to take classes taught only in English.
Course registration	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).
Japanese Classes	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.
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.

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

Curriculum	https://www.meiji.ac.jp/infocom/curriculum/6t5h7p00003alrtp.html (Japanese page provides more information) https://www.meiji.ac.jp/cip/english/undergraduate/infocom/curriculum.html (English) <u>Curriculum differs by the year of entrance. Some courses may be restricted depending on the grade and curriculum exchange students are accepted in.</u>
List of Faculty Members	http://www.meiji.ac.jp/infocom/teacher/index.html (Japanese) http://www.meiji.ac.jp/cip/english/undergraduate/infocom/faculty.html (English)
Seminars	https://www.meiji.ac.jp/infocom/seminar/introduction.html (Japanese only) 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.

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

Meiji University	http://www.meiji.ac.jp/index.html (Japanese) http://www.meiji.ac.jp/cip/english/ (English)																		
School of Information and Communication	http://www.meiji.ac.jp/infocom/index.html (Japanese) http://www.meiji.ac.jp/cip/english/undergraduate/infocom/index.html (English)																		
Basic university information	http://www.meiji.ac.jp/koho/about/index.html (Japanese) http://www.meiji.ac.jp/cip/english/about/index.html (English)																		
Campus information	http://www.meiji.ac.jp/cip/english/about/campus/index.html 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><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></p> <table> <tr> <td>1. Izumi International House</td><td>2-24-14 Izumi, Suginami, Tokyo</td></tr> <tr> <td>2. Komae International House</td><td>1-5-1 Motoizumi, Komae, Tokyo</td></tr> <tr> <td>3. Unilife Sakurajosui Student Hall</td><td>1-193-1, Shimotakaido, Suginami, Tokyo</td></tr> <tr> <td>4. Meiji Global Village</td><td>1-11-1, Eifuku, Suginami, Tokyo</td></tr> <tr> <td>5. Dormy Nishikasai 3 (For men only)</td><td>6-3-7, Nishikasai, Edogawa, Tokyo</td></tr> <tr> <td>6. Tokyo Female Students Dormitory (For women only)</td><td>1-9-19, Wada, Suginami, Tokyo</td></tr> </table>	1. Izumi International House	2-24-14 Izumi, Suginami, Tokyo	2. Komae International House	1-5-1 Motoizumi, Komae, Tokyo	3. Unilife Sakurajosui Student Hall	1-193-1, Shimotakaido, Suginami, Tokyo	4. Meiji Global Village	1-11-1, Eifuku, Suginami, Tokyo	5. Dormy Nishikasai 3 (For men only)	6-3-7, Nishikasai, Edogawa, Tokyo	6. Tokyo Female Students Dormitory (For women only)	1-9-19, Wada, 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> <tr> <td>*Mandatory for all exchange students</td><td></td></tr> <tr> <td>National Health Insurance</td><td>¥15,000/year</td></tr> </table>	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)	*Mandatory for all exchange students		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】

<ul style="list-style-type: none"> ●Download application materials from https://www.meiji.ac.jp/infocom/office/exchange.html ●Students should fill in and sign the application materials and submit to your Exchange Student Program Coordinator. ●Please send the materials below from Exchange Student Program Coordinator to School of Information and Communication Office by Email <infocom@mics.meiji.ac.jp> <p>Scanned data of ①~④ and ⑥~⑫</p> <p>Excel file of ⑤</p> <p>Data of Color ID Photograph (3cm X 4cm) of ⑬</p> <ul style="list-style-type: none"> ●Please make sure to sign(hand-writing) by applicant or Exchange Student Program Coordinator on Self-signature section of each application materials. On each Word/Excel file, you cannot type in.
<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(Designated form/Excel) ※Read “How to write the Application for Certificate of Eligibility” and fill in “For applicant Part 1-3”.</p>

- ⑥ Documentation to prove enough funds to pay for expenses indicated on your Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following documents)
 - 1. A bank balance certificate of the applicant or the person responsible for payment
 - 2. A copy of the bankbook (all pages) of the applicant or the person responsible for payment
 - 3. An income certificate of the person responsible for payment
 - 4. Certificate of scholarship funds that the applicant is receiving/will receive (Disbursement period must correspond to duration of study abroad at Meiji University.)
- ⑦ Housing Request (Designated form)
- ⑧ Japanese Language Proficiency Certificate (Designated form)
- ⑨ A Copy of your “Japanese-Language Proficiency Test Certificate of Result and Scores”
- ⑩ 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.
- ⑪ A Letter of Recommendation
- ⑫ A Copy of your passport ※Pages showing your name, photo, and passport number.
- ⑬ Data of Color ID Photograph
 - ※Appropriate Format and Size
 - 3cm X 4cm
 - Taken within 3 months
 - If possible, please submit the photograph data with 308pixel X 272pixel in “.jpg” format.
 - ※ “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.