



**School of Information and Communication, Meiji University**  
**2026 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 <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                                                           |          | <a href="mailto:infocom@mics.meiji.ac.jp">infocom@mics.meiji.ac.jp</a>                                                |     |                  |
| 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 2025                                                                                                                                                                                                                               | 8 January – 28 February 2026 |
| Decisions Released                     | Around November 2025                                                                                                                                                                                                                                       | Around May 2026              |
| Application Procedure                  | Prepare the application materials (Refer to 9. 【Application Materials】) and send the scanned data by <b>EMAIL</b> (address below) by Exchange Student Program Coordinator.<br>※Please make sure that the Application Procedure has been changed from 2025. |                              |
| Email<br>(Documents should be sent to) | Email of School of Information and Communication<br><a href="mailto:infocom@mics.meiji.ac.jp">infocom@mics.meiji.ac.jp</a>                                                                                                                                 |                              |

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

|                                                                                                                                                                                                                                                                                                          | Spring Semester        | Fall Semester             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------|
| Arrival and move-in to dorm                                                                                                                                                                                                                                                                              | Late March 2026        | Early September 2026      |
| Orientation                                                                                                                                                                                                                                                                                              | From end of March 2026 | From early September 2026 |
| Classes begin                                                                                                                                                                                                                                                                                            | Early April 2026       | 20 September 2026         |
| Classes end                                                                                                                                                                                                                                                                                              | Late July 2026         | Early February 2027       |
| Examination period                                                                                                                                                                                                                                                                                       | Late July 2026         | Late January 2027         |
| -We do not allow exchange students to return home before classes and exams finish.<br>-Academic Calendar for 2026 is not available yet. This is an approximate schedule based on past years.<br>-Details regarding dormitory move-in and orientation schedule will be notified to the students directly. |                        |                           |

#### 4. 【Syllabus and Grading】

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Syllabus<br>“Oh-o!Meiji System” | <a href="https://www.oh-o.meiji.ac.jp/syllabus/search?langCd=ja">https://www.oh-o.meiji.ac.jp/syllabus/search?langCd=ja</a><br>Search the class syllabus from the link above and select the class you want to check. You can change it into English from the button upper right. Syllabus for courses offered in academic year 2026 will be available in April 2026.                                               |
| Courses                         | 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><br>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 <b><u>must register at least one course from School of Information and Communication</u></b> (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              | <a href="https://www.meiji.ac.jp/infocom/curriculum/6t5h7p00003alrtp.html">https://www.meiji.ac.jp/infocom/curriculum/6t5h7p00003alrtp.html</a><br>(Japanese page provides more information)<br><a href="https://www.meiji.ac.jp/cip/english/undergraduate/infocom/curriculum.html">https://www.meiji.ac.jp/cip/english/undergraduate/infocom/curriculum.html</a><br>(English)<br><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 | <a href="http://www.meiji.ac.jp/infocom/teacher/index.html">http://www.meiji.ac.jp/infocom/teacher/index.html</a> (Japanese)<br><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><br>(English)                                                                                                                                                                                                                                                                                                                        |
| Seminars                | <a href="https://www.meiji.ac.jp/infocom/seminar/infocom_seminar_introduction.html">https://www.meiji.ac.jp/infocom/seminar/infocom_seminar_introduction.html</a> (Japanese only)<br>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                                       | <a href="http://www.meiji.ac.jp/index.html">http://www.meiji.ac.jp/index.html</a> (Japanese)<br><a href="http://www.meiji.ac.jp/cip/english/">http://www.meiji.ac.jp/cip/english/</a> (English)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| School of Information and Communication                | <a href="http://www.meiji.ac.jp/infocom/index.html">http://www.meiji.ac.jp/infocom/index.html</a> (Japanese)<br><a href="http://www.meiji.ac.jp/cip/english/undergraduate/infocom/index.html">http://www.meiji.ac.jp/cip/english/undergraduate/infocom/index.html</a> (English)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 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)<br><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><br>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, Tokyo</td></tr><tr><td>2. Komae International House</td><td>1-5-1 Motoizumi, Komae, Tokyo</td></tr><tr><td>3. D-PLACE Shimotakaido</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 Kasai Global House<br/>(For men only)</td><td>6-3-7, Nishikasai, Edogawa, Tokyo</td></tr><tr><td>6. Tokyo Female Students<br/>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. D-PLACE Shimotakaido | 1-193-1, Shimotakaido, Suginami, Tokyo | 4. Meiji Global Village | 1-11-1, Eifuku, Suginami, Tokyo | 5. Dormy Kasai Global House<br>(For men only) | 6-3-7, Nishikasai, Edogawa, Tokyo | 6. Tokyo Female Students<br>Dormitory (For women only) | 1-9-19, Wada, Suginami, Tokyo |
| 1. Izumi International House                           | 2-24-14 Izumi, Suginami, Tokyo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 2. Komae International House                           | 1-5-1 Motoizumi, Komae, Tokyo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 3. D-PLACE Shimotakaido                                | 1-193-1, Shimotakaido, Suginami, Tokyo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 4. Meiji Global Village                                | 1-11-1, Eifuku, Suginami, Tokyo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 5. Dormy Kasai Global House<br>(For men only)          | 6-3-7, Nishikasai, Edogawa, Tokyo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| 6. Tokyo Female Students<br>Dormitory (For women only) | 1-9-19, Wada, Suginami, 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ¥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                 |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
|                                                        | You should also prepare to pay the following costs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
|                                                        | Student health insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ¥3,000 (one-time payment upon arrival) |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
|                                                        | *Mandatory for all exchange students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |
| National Health Insurance                              | ¥15,000/year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |                              |                                |                              |                               |                         |                                        |                         |                                 |                                               |                                   |                                                        |                               |

|  |                                      |               |
|--|--------------------------------------|---------------|
|  | *Mandatory for all exchange students |               |
|  | 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<br>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                                              | Three |
| 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"> <li>●Download application materials from <a href="https://www.meiji.ac.jp/infocom/office/exchange.html">https://www.meiji.ac.jp/infocom/office/exchange.html</a></li> <li>●Students should fill in and sign the application materials and submit to your Exchange Student Program Coordinator.</li> <li>●Please send the materials below from Exchange Student Program Coordinator to School of Information and Communication Office by Email &lt;<a href="mailto:infocom@mics.meiji.ac.jp">infocom@mics.meiji.ac.jp</a>&gt;</li> </ul> <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"> <li>●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.</li> </ul> |
| <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.