



School of Information and Communication, Meiji University
2027 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	+81-03-3296-4262	FAX	+81-03-3296-4351
Izumi	Location	1-9-1 Eifuku, Suginami-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 2026	8 January – 28 February 2027
Decisions Released	Around November 2026	Around May 2027
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.	
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 2027	Early September 2027
Orientation	From end of March 2027	From early September 2027
Classes begin	Early April 2027	20 September 2027
Classes end	Late July 2027	Early February 2028
Examination period	Late July 2027	Late January 2028
-We do not allow exchange students to return home before classes and exams finish. -Academic Calendar for 2027 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://www.oh-o.meiji.ac.jp/syllabus/search?langCd=ja 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 2027 will be available in April 2027.
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/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	Please understand and agree with the following items before applying dormitories offered by Meiji university. 1. Meiji University has multiple dormitories and makes all decisions regarding dormitory and room assignments. 2. Even if you apply for Meiji University dormitories, accommodation is not guaranteed. Whether or not housing will be provided is determined by lottery. If we are unable to provide you with housing, you will need to find your own accommodation. 3. Meiji University dormitory cannot be arranged if you don't apply at this point. 4. Any of change cannot be made after the application. 1. Izumi International House 2-24-14 Izumi, Suginami, Tokyo 2. Komae International House 1-5-1 Motoizumi, Komae, Tokyo 3. Global Village 1-11-1, Eifuku, Suginami, Tokyo 4. Tokyo Female Students 1-9-19, Wada, Suginami, Tokyo Dormitory (For women only)																								
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. <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> You should also prepare to pay the following costs. <table> <tr> <td>Student health insurance</td><td>¥3,000 (one-time payment upon arrival)</td></tr> <tr> <td colspan="2">*Mandatory for all exchange students</td></tr> <tr> <td>National Health Insurance</td><td>¥15,000/year</td></tr> <tr> <td colspan="2">*Mandatory for all exchange students</td></tr> <tr> <td>Daily necessities</td><td>About ¥30,000</td></tr> <tr> <td>Books (textbooks)</td><td>About ¥5,000</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	*Mandatory for all exchange students		Daily necessities	About ¥30,000	Books (textbooks)	About ¥5,000
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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 <u>N4 or higher</u>
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】

●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> - Scanned data of ①～④ and ⑥～⑫ - Excel file of ⑤ - Data of Color ID Photograph (3cm X 4cm) of ⑬ ●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.
① Document Checklist (Designated form) ② Application Form (Designated form) ③ Study Plan (Designated form) ④ Certificate of Health (Designated form) ⑤ Application for Certificate of Eligibility(Designated form/Excel) ※Read “Notes on Application for Certificate of Eligibility”. 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 Form (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.
- ⑭ JAPAN Pre-Entry Tuberculosis (TB) Screening Clearance Certificate (only for Vietnamese nationals)
※ “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.