

How to Register for Japanese Language Courses at the School of Global Japanese Studies, Meiji University

Introduction: Check the Procedures That Apply to You

The procedures for registering for Japanese language courses differ depending on your student status, current enrollment status, and Japanese language level. First, check the table below to find the category that applies to you, then read the relevant section and complete the required procedures.

Students	Check First	Main Procedures	Eligible Level
New students (September 2026 intake)	Complete the questionnaire and take the placement test	Depending on the result, courses will be registered automatically or by course registration in the Academic Affairs System.	The level is designated based on the placement test result.
Students currently taking Japanese language courses this semester	Current level and credit completion results	Courses up to the Pre-advanced level are registered automatically by the office. Advanced Japanese courses must be registered by students in the Academic Affairs System.	The level for the next semester is determined based on credit completion results.
Students not currently taking Japanese language courses this semester *This includes students who have never taken Japanese language courses before.	Level of Japanese language courses previously taken	Complete the questionnaire and take the placement test as required.	The level based on previous Japanese language study or the placement test result.
Students wishing to take JLPT Preparation courses	Check the course requirements in the syllabus	If you meet the requirements, be sure to attend the first class.	—

NOTE: Be sure to attend the first class. The provisional enrollment system on Oh-o!Meiji is not official course registration. It is a function that allows students to attend classes before official course registration has been completed.

1. Japanese Language Courses at SGJS

The Japanese language courses available to exchange students of the School of Global Japanese Studies and degree-

seeking students in the English Track are listed below.

Enrollment procedures vary depending on your Japanese proficiency level and current course enrollment status.

Read the following sections carefully and complete the required procedures if you wish to register for SGJS Japanese language courses.

Note

1. Enrollment procedures for JLPT preparation courses differ; refer to the instructions below.

2. Excerpt from the AY2026 SGJS English Track Catalog, p.20:

<https://www.meiji.ac.jp/nippon/mkmht000000uzoyt-att/qfki0t00000hysp1.pdf>

Introductory Japanese (General)	3	90	1~4	Media-based/face-to-face course Only for English Track students and exchange students
Introductory Japanese (Vocabulary & Kanji)	1	30	1~4	
Elementary Japanese (General)	3	90	1~4	
Elementary Japanese (Vocabulary & Kanji)	1	30	1~4	
Pre-intermediate Japanese (General)	3	90	1~4	
Pre-intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Intermediate Japanese (General)	3	90	1~4	
Intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Upper-intermediate Japanese (General)	3	90	1~4	
Upper-intermediate Japanese (Vocabulary & Kanji)	1	30	1~4	
Pre-advanced Japanese (General)	3	90	1~4	
Pre-advanced Japanese (Vocabulary & Kanji)	1	30	1~4	
Advanced Japanese (Reading) A	1	30	1~4	Media-based course Only for English Track students and exchange students
Advanced Japanese (Reading) B	1	30	1~4	
Advanced Japanese (Listening) A	1	30	1~4	
Advanced Japanese (Listening) B	1	30	1~4	
Advanced Japanese (Writing) A	1	30	1~4	
Advanced Japanese (Writing) B	1	30	1~4	
Advanced Japanese (Speaking) A	1	30	1~4	
Advanced Japanese (Speaking) B	1	30	1~4	
JLPT Preparation (Intermediate)	1	30	1~4	Only for English Track students and international students
JLPT Preparation (Advanced)	1	30	1~4	

2. Registration and Withdrawal Procedures

The following sections explain how to register for and withdraw from courses by student category. Select the category that applies to you and check the required procedures.

- [New Students \(September 2026 Intake\)](#)
- [Students Currently Taking Japanese Language Courses](#)
- [Students Not Currently Taking Japanese Language Courses \(*This includes students who have never taken Japanese language courses before.\)](#)
- [If you wish to enroll in JLPT Preparation Courses](#)

****Important****

1. You must attend the first class that you wish to enroll.
2. The provisional enrollment system (Oh-o! Meiji) is not formal registration. It is a function that allows students to attend classes before official course registration has been completed.

New Students (September 2026 Intake)

Step 1	Complete the questionnaire (Required for ALL students) Be sure to complete the questionnaire on Japanese language courses by the designated deadline. Questionnaire form: https://forms.gle/Zg3uqSv1LdoHbiqq7
Step 2	Take the placement test Students who wish to take Japanese language courses must take the placement test. <i>*If you do not take the test, you will not be permitted to register for Japanese language courses.</i>
Step 3	Check the result and provisionally enroll in the class Check your placement test result in the placement test system, provisionally enroll in the class that corresponds to your level on Oh-o! Meiji, and be sure to attend the first class.
Step 4	Attend the first class, check the registration status and withdrawal method Follow either A or B below to check how to register for or withdraw from courses. Complete the necessary procedures during the course registration period, and confirm on September 25 that the course appears on the Academic Affairs System. Academic Affairs System : https://meiji-kyomu.mind.meiji.ac.jp/campusweb/top.do

Procedures by level: Check one of the following according to your placement test result.

[A] If your placement test result indicates the <Introductory to Pre-advanced Level>

1. Based on the placement test result (check your placement test result in the placement test system), the SGJS Office will automatically register you for the appropriate courses.
2. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period or course add/drop period. However, "General" and "Vocabulary & Kanji" are a set, so you may not delete only one of them. Check the guidance website for the course registration/add/drop period.
3. On September 25, confirm that the course appears on the Academic Affairs System.

[B] If your placement test result indicates the <Advanced Japanese Level>

1. Check the timetable for the courses you wish to take.
2. If you wish to register, complete the registration yourself through the Academic Affairs System during the course registration period. If you wish to withdraw, delete the course yourself through the same system during the course registration period or course add/drop period. Check the guidance website for the course registration period.
3. On September 25, confirm that the course appears on the Academic Affairs System.

Students Currently Taking Japanese Language Courses

The procedures for the next semester differ depending on the level of Japanese language courses you are taking this semester and your credit completion results. Check the following steps.

Step 1	Check your current enrollment level Check whether the Japanese language courses you are taking this semester fall under A, B, or C below.
Step 2	Check your credit completion results The courses that will be registered for the next semester differ depending on your credit completion results for “General” and “Vocabulary & Kanji.”
Step 3	Check the procedures by level Check “Procedures by level” below to confirm whether your courses will be registered automatically or through Academic Affairs System.
Step 4	Attend the first class, registration status, and withdrawal method Provisionally enroll on Oh-o!Meiji, attend the first class, and confirm on September 25 that the course appears on the Academic Affairs System. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period or course add/drop period. Academic Affairs System : https://meiji-kyomu.mind.meiji.ac.jp/campusweb/top.do

Procedures by level: Check one of the following according to the level you are currently taking.

[A] Currently Taking Introductory to Upper-intermediate Level Courses

1. If you earn the credits for this semester, you may take courses at the next higher level in the following semester. The SGJS Office will automatically register you for the appropriate courses.
2. If you do not earn the credits, the SGJS Office will automatically register you according to your results. See the table below for details.

Credit Completion Results This Semester	Courses Registered for the Next Semester
Failed “General” Failed “Vocabulary & Kanji”	The failed “General” and “Vocabulary & Kanji” courses
Failed “General” Passed “Vocabulary & Kanji”	Only the failed “General” course
Passed “General” Failed “Vocabulary & Kanji”	The next higher-level “General” and “Vocabulary & Kanji” courses, and the failed “Vocabulary & Kanji” course *

*If you passed only “General” and wish to take the next higher-level “General” course together with the failed “Vocabulary & Kanji” course, please contact the SGJS Office.

3. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period. However, “General” and “Vocabulary & Kanji” are a set, so you may not delete only one of them.

[B] Currently Taking Pre-advanced Level Courses

1. If you earn credits for both “General” and “Vocabulary & Kanji,” register by yourself through the Academic Affairs System in the same way as [C] below.
2. If you do not earn credits for either course, the SGJS Office will automatically register you only for the course that you failed.
3. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period or course add/drop period.

[C] Currently Taking Advanced Level Courses

1. Check the timetable for the courses you wish to take.
2. If you wish to register, complete the registration yourself through the Academic Affairs System during the course registration period. If you wish to withdraw, delete the course yourself through the same system during the course registration period or course add/drop period.
3. On September 25, confirm that the course appears on the Academic Affairs System.

Student Currently NOT Taking Japanese Language Courses

***This includes students who have never taken Japanese language courses before.**

If you wish to take Japanese language courses in the next semester, the required procedures differ depending on the level of Japanese language courses you have previously taken. Follow the steps below.

Step 1	Check the level of courses you have previously taken Check whether the Japanese language courses you have previously taken fall under A or B below.
Step 2	Check whether you need to take the placement test If you have previously taken courses from the Introductory to Pre-advanced level, or if you have never taken the Japanese language courses before, you must take the placement test. If you have previously taken Advanced Japanese courses, you do not need to take the test.
Step 3	Complete the applicable procedures Check “Procedures by level” below to confirm whether you need to complete the questionnaire, take the placement test, and register through automatic registration or the Academic Affairs System.
Step 4	Attend the first class, and check the registration status and withdrawal method Provisionally enroll on Oh-o!Meiji, attend the first class, and confirm on September 25 that the course appears on the Academic Affairs System. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period or course add/drop period. Academic Affairs System : https://meiji-kyomu.mind.meiji.ac.jp/campusweb/top.do

Procedures by level: Check one of the following according to the level you have previously taken.

[A] You have previously registered for Introductory to Pre-advanced level courses

1. Be sure to complete the questionnaire by the designated deadline.

Questionnaire form: <https://forms.gle/Zg3uqSv1LdoHbiqq7>

2. If you wish to take Japanese language courses, you must take the placement test. Check your placement test result in the placement test system,
 *If you do not take the test, you will not be permitted to register for Japanese language courses.
3. Based on the placement test result, the SGJS Office will automatically register you for the appropriate courses.
4. If you wish to withdraw, delete the course yourself through the Academic Affairs System during the course registration period or course add/drop period. However, “General” and “Vocabulary & Kanji” are a set, so you may not delete only one of them.

[B] You have previously registered for Advanced level courses

1. You do not need to take the placement test.
2. If you wish to register, complete the registration yourself through the Academic Affairs System in the same way as [C] in the “Students Currently Taking Japanese Language Courses” section. If you wish to withdraw, delete the course yourself through the same system during the course registration period or course add/drop period.

If you wish to enroll in JLPT Preparation courses

If you wish to enroll in JLPT Preparation courses, follow the steps below.

Step 1	Check the course you wish to take The intermediate course is designed for students aiming to pass JLPT N2, and the advanced course is designed for students aiming to pass JLPT N1.
Step 2	Check the course requirements in the syllabus Be sure to check the course syllabus to confirm whether you meet the course requirements.
Step 3	Attend the first class If you meet the course requirements, be sure to attend the first class.

Items to Check by Course: Check the following according to the course you wish to take.

JLPT Preparation (Intermediate)

This course is designed for students aiming to pass JLPT N2. You may take the course if you meet the course requirements. For details, check the course syllabus.

JLPT Preparation (Advanced)

This course is designed for students aiming to pass JLPT N1. You may take the course if you meet the course requirements. For details, check the course syllabus.

3. Japanese Language Course Level Chart

Level	日本語科目名 / Japanese Language Course Name
7	上級日本語 A・B（読解 / 聴解 / 文章表現 / 口頭表現） / Advanced Japanese A/B (Reading/Listening/Writing/Speaking)
6	上級入門日本語（総合/語彙・漢字） / Pre-advanced Japanese (General/Vocabulary & Kanji)
5	中上級日本語（総合/語彙・漢字） / Upper-intermediate Japanese (General/Vocabulary & Kanji)
4	中級日本語（総合/語彙・漢字） / Intermediate Japanese (General/Vocabulary & Kanji)
3	中級入門日本語（総合/語彙・漢字） / Pre-intermediate Japanese (General/Vocabulary & Kanji)
2	初級日本語（総合/語彙・漢字） / Elementary Japanese (General/Vocabulary & Kanji)
1	入門日本語（総合/語彙・漢字） / Introductory Japanese (General/Vocabulary & Kanji)

Contact: SGJS Office, Meiji University (gjs@mics.meiji.ac.jp) | Office Hours: <https://www.meiji.ac.jp/nippon/office-info/index.html>