

Graduate School of Science and Technology

**Pre-Arrival Admission  
Application Guideline**

(Summary of Japanese Official Guideline)

for

**Doctoral Degree Program**

**\*This guideline is applicable only to international students\***

Doctoral Degree Program  
2024 September Intake



**MEIJI UNIVERSITY GRADUATE SCHOOL**

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- ◎ Personal information provided through application and admission to Meiji University will be used only for the purpose of the entrance examination, notice of results, enrollment registration, and other academic necessities. A part of those operations will be entrusted to companies appointed by Meiji University. Please note that personal information will be handled responsibly.
- ◎ Applicants with physical or mental disabilities and wish to request special consideration for the examination or for studying at Meiji University are required to contact the School of Science and Technology Office at least three weeks before the application period.
- ◎ Enrollment will not be accepted for those who were expecting to graduate at the time of application but failed to graduate and earn a degree, even if they passed the entrance examination.

## **Admission Policy**

The Graduate School of Science and Technology aims to produce independent researchers and first-rate specialized professionals who understand the laws of nature and principles of mathematics and apply the scientific and technical knowledge derived from this understanding for contribution to the ongoing advancement and happiness of humankind.

In light of this aim, we admit students with strong, inquisitive mind to deepen research activities in the specialized field who are highly motivated to identify problems on their own and proactively resolve them.

With the above ideals of desirable students in mind, we administer internal entrance examinations, general entrance examinations, entrance examinations for international students and special entrance examinations for adult students and make selections of graduate students.

Descriptions and levels of knowledge or other qualities that enrollees require are as follows:

- (1) to have acquired sufficient academic ability to perform research activities in the specialized field through the education and research in the Master's Degree Program and have the ability to think logically; and
- (2) to have the linguistic abilities and communication skills to present results of research activities at international conferences, symposiums or other related venues as well as to have discussions with domestic and foreign researchers.

## **Curriculum Policy**

### **[Doctoral Degree Program]**

The Graduate School of Science and Technology aims to produce independent researchers and highly skilled professionals who understand the laws of nature and principles of mathematics and apply the scientific and technical knowledge derived from this understanding for contribution to the ongoing advancement and happiness of humankind.

#### **Doctor of Engineering**

Graduate School students enrolled in the Doctoral Program address research themes related to their specialized field (engineering) under the guidance of their supervisor and strive toward completion of a doctoral dissertation. Graduate School students take the initiative in establishing research themes related to science and technology, formulating and implementing research plans, and disseminating their research achievements. While deepening their academic knowledge in the selected specialized field (engineering) during coursework, students increase their ability to think logically and to understand problems accurately in order to find solutions.

#### **Doctor of Science**

Graduate School students enrolled in the Doctoral Program address research themes related to their specialized field (science) under the guidance of their supervisor and strive toward completion of a doctoral dissertation. Graduate School students take the initiative in establishing research themes related to science and technology, formulating and implementing research plans, and disseminating their research achievements. While deepening their academic knowledge in the selected specialized field (science) during coursework, students increase their ability to think logically and to understand problems accurately in order to find solutions.

#### **Doctor of Architecture**

Graduate School students enrolled in the Doctoral Program address research themes related to their specialized field (architecture) under the guidance of their supervisor and strive toward completion of a doctoral dissertation. Graduate School students take the initiative in establishing research themes related to science and technology, formulating and implementing research plans, and disseminating their research achievements. While deepening their academic knowledge in the selected specialized field (architecture) during coursework, students increase their ability to think logically and to understand problems accurately in order to find solutions.

#### **Doctor of Philosophy**

Graduate School students enrolled in the Doctoral Program address research themes related to their specialized field (interdisciplinary field) under the guidance of their supervisor and strive toward completion of a doctoral dissertation. Graduate School students take the initiative in establishing research themes related to science and technology, formulating and implementing research plans, and disseminating their research achievements. While

deepening their academic knowledge in the selected specialized field (interdisciplinary field) during coursework, students increase their ability to think logically and to understand problems accurately in order to find solutions.

## **Diploma Policy**

### **[Doctoral Degree Program]**

The Graduate School of Science and Technology aims to produce independent researchers and highly skilled professionals who understand the laws of nature and principles of mathematics and apply the scientific and technical knowledge derived from this understanding for contribution to the ongoing advancement and happiness of humankind.

In light of these educational objectives, the Doctoral Program awards a Doctoral degree (Doctor of Engineering, Doctor of Science, Doctor of Architecture or Doctor of Philosophy) to those who meet the requirements for the degree stipulated by the Graduate School and whose doctoral dissertation examination results demonstrate that they have acquired the following qualities and capabilities:

#### **Doctor of Engineering**

(1) Ability to engage in research activities independently, from the establishment of a research theme to the dissemination of research achievements with a view to sharing their effects for the common good.

(2) Advanced research skills underpinned by a wealth of academic knowledge in the field of engineering required as an independent researcher or highly skilled professional, as well as ability to create new values based on such skills.

#### **Doctor of Science**

(1) Ability to engage in research activities independently, from the establishment of a research theme to the dissemination of research achievements.

(2) Advanced research skills underpinned by a wealth of academic knowledge in the field of science required as an independent researcher or highly skilled professional, as well as ability to contribute to the advancement of natural science by sharing achievements based on such skills for the common good.

#### **Doctor of Architecture**

(1) Ability to engage in research activities independently, from the establishment of a research theme to the dissemination of research achievements.

(2) Advanced research skills underpinned by a wealth of academic knowledge in the field of architecture required as an independent researcher or highly skilled professional, as well as ability to play a leading role in the international society by creating new values.

#### **Doctor of Philosophy**

(1) Ability to engage in research activities independently, from the establishment of a research theme to the dissemination of research achievements.

(2) Advanced research skills underpinned by a wealth of academic knowledge in the interdisciplinary field required as an independent researcher or highly skilled professional.

## **Objectives of Education and Research**

In the Graduate School of Science and Technology, the aim of teaching and research work is to achieve a fusion of science and technology, that is, to understand the laws of nature and the structure of mathematical principles, and to apply them toward continuing human progress and happiness. The curriculum is therefore designed to offer basic courses while referring to their applications, applied courses while paying attention to their theoretical foundations, and interdisciplinary courses while acknowledging their broader implications. It aims to develop researchers and high-level professionals who are active not only in science and technology, but also in interdisciplinary fields among the social and human sciences, who move with the changing times and seek challenges in new fields, and who possess a well-rounded character and abilities suited to an international career.

### **Electrical Engineering Program**

The Electrical Engineering Program aims to train individuals with strong analytical skills who have completed specialized courses in electrical engineering based on the foundation of electrical engineering knowledge and who are equipped with a scientific mind and a creative approach that will enable them to flourish in leadership roles in a variety of fields as engineers with advanced specialization. Students conduct highly specialized research and receive education founded on electrical engineering while obtaining a broad overview of science and technology. This training enables graduates to meet the current demand for diversification and specialization as researchers and engineers in all areas related to electrical engineering.

The Master's program trains electrical engineers who have acquired advanced skills and wide-ranging knowledge related to electrical engineering. The doctoral program trains engineers and researchers who can build on the skills and knowledge learned in the Master's program to create new value founded on their interdisciplinary education. These researchers and engineers at the cutting edge of science and technology can play a leading role in advancing science and technology in the future.

### **Mechanical Engineering Program**

The Mechanical Engineering Program aims to organically connect all of the wide-ranging fields within and related to mechanical engineering fields to create new systems and technology that meet the demands of society. This program develops internationally oriented mechanical engineers and researchers who can think and act independently with a high level of creativity and expertise and a strong sense of ethics and values. This program also aims at conducting research that contributes to developing, expanding, and deepening the fields within mechanical engineering and at using these research results and cultivated educational abilities to benefit society.

The Master's program trains mechanical engineers who have acquired advanced skills and wide-ranging knowledge regarding mechanical engineering. The doctoral program trains engineers and researchers who can build on the skills and knowledge learned in the Master's program to create new value founded on their interdisciplinary education. These researchers and engineers at the leading edge of science and technology can play a leading role in advancing science and technology in the future.

### **Architecture and Urbanism Program**

The Architecture and Urbanism Program aims to train capable individuals with an international perspective and who can contribute to the sustainable development of the environment, culture, and human society. These individuals will be responsible for the construction and reinvigoration of a spatial environment with architecture and urbanism at its center. The preconditions for achieving this goal of fostering capable individuals are the establishment of a foundation for education and research that supports innovation, integration, and interdisciplinary understanding based on the solid systems of architecture; training for architecture and urbanism design professionals who can utilize their skills in the international environment; and a redefinition of the arts and of cultural education, which are the bases for creating environments. With these preconditions as the bedrock, this program has developed an architecture course, an international program in architecture and urban design, and a course on places, arts, and consciousness.

#### **Course in Architecture**

The Course in Architecture aims to foster capable individuals who can contribute to the sustainable development of human environments from a comprehensive, interdisciplinary perspective and through innovativeness based on the solid systems of architecture. The ultimate goal is to sustain a society that is safe, secure, comfortable, and in harmony with the natural environment through creating a spatial environment. To this end, this course trains researchers and engineers who are trusted by society through their educational research that is based on the solid systems of architecture.

The Master's program trains professionals and researchers who have cutting-edge skills and advanced knowledge related to the history, design, planning, and building of structures and materials, as well as the building of environments and facilities. The doctoral program reinforces the specialization that the Master's program has cultivated in students and takes it to a higher level, and it produces researchers

and educators who are original thinkers and are prepared to engage in specialized, innovative research and development and to play a leading role in the professional world.

### **International Program in Architecture and Urban Design**

The International Program in Architecture and Urban Design seeks to foster architecture and urban design professionals who can flourish in the international environment and planners and designers who have the practical capabilities to design and reinvigorate architecture and cities in that environment.

The Master's program trains highly advanced professionals and researchers who have the necessary knowledge, skills, and linguistic abilities to practice urban and architectural design and work in the international environment. The doctoral program takes the specialization that the Master's program has cultivated in students to a higher level and seeks to produce researchers, educators, and businesspeople who can play a leading role in the international community.

### **Course in Places, Arts, and Consciousness**

The Course in Places, Arts, and Consciousness trains capable individuals who can connect creative research that is conducted and the insights that are gained regarding the current state and history of arts and culture with due consideration given to the natural and social environments.

The Master's program trains researchers, educators, and authors who possess deep and broad-ranging knowledge that is related to a particular artistic field and that spans many artistic areas. The doctoral program reinforces the high level of specialization that the Master's program has cultivated in students, and it trains capable individuals who can play a leading role in the international community in every artistic field.

### **Applied Chemistry Program**

The Applied Chemistry Program aims to foster scientists and engineers who possess an original vision and a broad perspective ranging from the basics to advanced applications. The research and teaching in this program cover basic material related to advanced theoretical principles of science and engineering and also include chemistry, from the fundamentals to practical applications, including interdisciplinary areas.

The Master's program fosters engineers and researchers who have the knowledge that allows them to be immediately effective in meeting the needs of the chemical industry. This knowledge covers a range of fields, including fundamental chemistry and research on practical technology. The doctoral program leverages the skills developed in students in the Master's program to foster researchers who are innovative, flexible thinkers, can advance science and technology, and possess the ability to execute plans that actualize emerging ideas in new fields.

### **Mathematics Program**

The objective of training people in the Mathematics Program is threefold: using, creating, and conveying mathematics. Graduate education is not limited to just one of the abovementioned areas, and these areas are not treated as unrelated. Rather, students learn through closely connecting these objectives with each other to contribute to the objective of training capable individuals.

The Master's program takes an original perspective, which is an all-encompassing view of science and technology, including mathematics. It then trains students in the ability to use, create, and convey mathematics in order to use this perspective as the cornerstone of their social involvement after they complete the Master's program. The doctoral program emphasizes the aspect of creating mathematics and guides students in ways that they can put special effort into returning the results of such creation to society.

### **Physics Program**

The Physics Program aims to equip students with a sound view of the natural world that is supported by an understanding of the laws of nature. Its goal is to foster capable individuals who can think deductively to understand physical phenomena in every setting on the basis of the fundamental principles of physics.

The Master's program trains professionals and researchers who can contribute to society by leveraging their

expertise in physics and their logical approach to thinking. The doctoral program promotes independent physics research and seeks to train researchers who can contribute to the development of the natural sciences through the results of their work.

**[NOTE] All dates and times written in this guideline are based on Japan Standard Time (JST).**

## 1. Application Period and Examination Schedule

### Doctoral Degree Program

Examination Type	Application Fee Payment Period	Application Period	Examination Date	Admission Result Announcement	Enrollment Deadline
International Student	May 1 (Wed) 2024 - June 5 (Wed) 2024	June 3 (Mon) 2024 - June 5 (Wed) 2024	July 6 (Sat) 2024 *Online interview	July 9 (Tue) 2024 1:00 pm JST	August 19 (Mon) 2024 *Tentative*

\*Application documents sent from abroad must arrive at Meiji University by June 5. If the documents are sent from within Japan, they must be postmarked at the post office by June 5.

## 2. Number of Students to be Admitted

Program / Course	Electrical Engineering	Mechanical Engineering	Architecture and Urbanism	Applied Chemistry	Computer Science	Mathematics	Physics
Doctoral Degree Program	6	7	7	5	3	3	3

\*The above numbers are the total number of students to be admitted for all entrance examinations conducted during AY2024.

## 3. Eligibility Requirements

### International Students (Pre-arrival Admission)

#### Doctoral Degree Program

Applicants must meet the following criteria (1) through (4), and either of ① to ③:

Mandatory:

- (1) Have non-Japanese nationality
- (2) Not registered as a citizen in Japan
- (3) Resides outside Japan through the whole process of application to examination.
- (4) Have completed primary and secondary education at a foreign educational institution\*<sup>1</sup>

Fulfill either:

- ① Have graduated from a university and earned a bachelor's degree (or a degree equivalent thereto) and a degree equivalent to a master's or a professional degree in a foreign country, or those who are expected to earn such by September 19, 2024.
- ② Have graduated from a university and earned a bachelor's degree (or a degree equivalent thereto) and a master's degree or a professional degree as an international student at a Japanese graduate school, or those who are expected to earn by September 19, 2024.
- ③ Are recognized by the Graduate School as having academic ability equivalent or superior to those who have a master's or a professional degree through individual screening of the eligibility, and will reach 24 years of age by September 19, 2024. [Note 1] [Note 2]

\*<sup>1</sup> Those who attended part of primary and secondary education in Japan may be deemed eligible to apply. If you

have any questions about your eligibility, please undergo prior verification of application qualification. [Note 1] [Note 2]

### Important Notes for Eligibility Requirements

[Note 1]

Those who apply to ③ of the above criteria must apply for the “Verification of Application Qualification” and get pre-screened to verify the application eligibility. Please contact the School of Science and Technology Office (SST Office) and submit necessary documents which can be downloaded from the SST website by the below deadline. Make sure **NOT TO** pay the screening fee until the pre-screening result is notified.

#### [Pre-screening Application Deadline]

April 15, 2024 \*The documents must arrive at Meiji University by the deadline.

#### [Documents necessary for Verification of Application Qualification]

1. “Request for Verification of Application Qualification” (Prescribed Form)
2. All required application materials for the entrance examination
3. Any additional documents required by the Graduate School.

[Note 2]

Applies to those who graduated from a university and have been engaged in research at a university, research institute, etc., for at least two years and are recognized by the Graduate School based on the results of such research as having academic ability equivalent to or greater than those who have a master’s degree, or been engaged in research at a university, research institute, etc., for at least 2 years after having completed 16 years of school education in a foreign country, or after having completed 16 years of school education in a foreign country by taking a correspondence course provided by schools in such foreign country in Japan and are recognized by the Graduate School based on the results of such research as having academic ability equivalent to or greater than those who have a master’s degree.

## 4. Contents of Examination

Doctoral Degree Program Pre-Arrival Admission for International Students

Program	Examination Administration
Electrical Engineering	Screening will be based on application documents and an online interview. Details on the interview will be announced to the applicants along with their Examinee Number.
Mechanical Engineering	
Architecture and Urbanism	
Applied Chemistry	
Mathematics	
Physics	

## 5. Notes for the Day of Examination

- (1) An Examination Admission Card with your Examinee Number will be sent via email to those whose completed the admission procedures successfully. Make sure to bring it with you on the day of the examination.
- (2) Important announcements and personal verification will be conducted before starting the interview. Applicants are required to get connected to the internet by the designated time.
- (3) If the applicant remains unconnected to the internet more than 30 minutes after the designated time, they will not be allowed to take the examination.
- (4) The examination time will be announced when the Examination Admission Card is sent.
- (5) Applicants will not be able to take the examination if there are any inappropriate acts or misconducts.

[Note] The Examination Admission Ticket will be sent via email at least three days prior to the examination date. Please contact the School of Science and Technology Office if you do not receive it by then.

- When public transportation is disrupted due to bad weather or accidents on the examination date, an announcement will be made on the Graduate School of Science and Technology website as to whether the examination will be conducted or not.
- In the case of any unexpected situations such as natural disasters, fires, electricity outages, or disruption of transportation, Meiji University may decide to postpone the examination time and schedule or change the examination venue. The University shall not be responsible for an applicant's personal detriment resulting from this.
- Meiji University may not be able to postpone the examination time and schedule or undertake any measures even if there are unexpected situations as mentioned above. You are advised to prepare in advance for eventualities such as bad weather or long-distance transportation by guaranteeing your accommodation. The University shall not be responsible for the applicant's financial expenses and personal detriment incurred.

## 6. Announcement of Admission Result

- (1) Refer to "Application Period and Examination Schedule" for the dates of examination result announcements.
- (2) Successful applicants' Examinee Numbers will be announced on the Meiji University Graduate School of Science and Technology website.
- (3) At the same time of the announcement, a letter of acceptance and enrollment registration documents will be sent out to your mailing address written on Application Form A.

[Note 1] Details on the admission result will not be disclosed for any reason.

[Note 2] Enrollment registration documents will be sent out after the result announcement is made, and may take time to receive them depending on where you live.

[Note 3] If you do not receive the Letter of Acceptance and enrollment registration documents even though you passed the examination, please contact the Graduate School of Science and Technology Office immediately.

[Note 4] Applicants who were expecting to graduate at the time of application for the entrance examination but were not able to graduate and earn a degree by the time of enrollment (cannot to submit a certificate of degree by a designated date) are not allowed to enroll in Meiji University. In addition, admission will be declined if any faulty is found in the application or/and enrollment documents.

## 7. List of Application Documents

	Required Application Materials	Prescribed Form	Prepared by Applicants
1	Application Form A	✓	
2	Application Form for Admission of International Students to Meiji University	✓	
3	Screening Fee Payment Form BCD	✓	
4	Research Plan	✓	
5	Financial Statement	✓	
6	Certificate of (expected) Graduation of all attended universities		✓
7	Academic Transcripts of all universities attended		✓
8	Certificate of Degree (only for those who graduated from universities abroad)		✓
9	Certificate of English Language Ability (TOEIC ®or TOEFL®)		✓
10	One Recommendation Letter		✓
11	Photocopy of Passport		✓
12	Copy of Application for Remittance (only for applicants paying screening fee via overseas remittance)		✓
13	Certifying Document of Supervisor's Acceptance		✓
14	Request for Verification of Application Qualification (if Individual Review of Eligibility is necessary)	✓	

## 8. Application Procedures

### (1) How to Apply

- ① Submit the application documents to the below address **by post** during the application period described on page 7 of this guideline. Make sure to send them out by trackable mailing services (such as DHL, EMS)

#### [Mailing Address]

School of Science and Technology Office (Attn: Graduate School Admission Team)

Meiji University

1-1-1 Tama-ku, Higashi-mita, Kawasaki City, Kanagawa, Japan 214-8571 (TEL: +81-44-934-7600)

- ② If the documents are sent from abroad, they must **arrive** in the SST Office by the application deadline. Documents sent within Japan are postmark valid.
- ③ Failure to submit part or all documents will result in the rejection of your application. Additional submission after the deadline cannot be accepted.
- ④ Application documents cannot be returned or replaced for any reason once submitted.
- ⑤ If you are experiencing physical difficulties and would like to request special consideration for the examination or for during enrollment at Meiji University, please contact the SST Office no later than three weeks prior to the application period.

### (2) Application Documents Preparation Guidelines and Notes

- ① If you fail to provide true and correct information in the application documents, your admission will be declined even if you pass the entrance examination.
- ② Be sure to check the required materials for the program you are applying, and follow the instructions when preparing the documents.
- ③ All forms must be typewritten or neatly handwritten in block letters using black ballpoint pen.
- ④ Columns with asterisks (\*) should be left blank.
- ⑤ Do not detach Forms B, C, and D.
- ⑥ Use western calendar years.

#### [Application Materials]

<b>1. Application Form A (Prescribed Form)</b>
<ul style="list-style-type: none"><li>• See page 12 for details .</li><li>• Attach 4cm x 3cm color ID photographs less than 3 months old. The photos must be identical and taken with a full-frontal view of the face, neck and shoulder top which are clearly visible and against a plain background. Snapshots or photos printed from personal color printers are NOT accepted.</li><li>• The same photograph will be printed on the Student ID Card.</li><li>• If you do not have a phone number in Japan, enter "999-9999-9999".</li></ul>
<b>2. Application Form for Admission of International Students to Meiji University (Prescribed Form)</b>
<ul style="list-style-type: none"><li>• Complete the form referring the sample uploaded on the SST website.</li><li>• Attach the same ID photo as Application Form A.</li><li>• Applicants of the doctoral course must consult with their prospective supervisor before applying. Check off the box after getting approval.</li></ul>
<b>3. Screening Fee Payment Form B (Prescribed Form)</b>
<ul style="list-style-type: none"><li>• Pay the screening fee by either method mentioned in the following pages and submit Form B with the financial institution stamp/receipt.</li><li>• Submissions of Payment Forms C and D is not required.</li></ul>
<b>4. Research Plan (Prescribed Form)</b>
<ul style="list-style-type: none"><li>• Write your research plan when enrolled in Meiji University within one page in A4 sized format.</li></ul>
<b>5. Certificate of (Expected) Graduation of All Universities Attended.</b>
<b>6. Official Academic Transcripts of All Colleges and Universities Attended</b>
<b>7. Certificate of Degree</b>

- Submit the certificates for all universities you attended.
- Must be the ORIGINAL document issued by the university. No photocopies can be accepted.
- If no such certificates are issued from the university, submit a photocopy of the diploma that is certified as true copy from the embassy, notary office etc. **\*The original copy of the diploma will not be returned once submitted regardless of the reason.**
- If the certificate is issued only in digital data, have the issuing university **send it directly to the School of Science and Technology Office of Meiji University** (sst@mics.meiji.ac.jp)
- All documents must include the applicant's name, date of birth, and date of entrance and graduation.
- If the applicant's current surname is different from what is written on the certificates or/and transcripts, submit an official document (abstract of family register etc.) to prove that the applicant is identical to the person written on the application documents.
- If you graduated or is expected to graduate from universities overseas, submit an official academic transcript and a Certificate of Degree. Certificate of Graduation is not necessary. See instructions on "Certificates for Applicants who Graduated from/Completed (or are Expected to Graduate from/Complete) a Foreign Educational Institution "

## 8. Official Score Sheet for TOEIC®L&R / TOEFL® / IELTS

- Submit the official score certificate of either of the following 1 to 3 to prove your English language ability.
  - The document must be the ORIGINAL issued by each institution. Photocopy of the score sheet or/and unofficial certificates will be invalid.
  - The English proficiency tests must be **taken within two years prior to the application deadline.**
  - The score sheet will not be returned once submitted.
    1. TOEIC® L&R "Official Score Certificate" (TOEIC-IP is not acceptable)
      - \*The digital score sheet printed out in A4 size with the QR code can be accepted for those who took the test within Japan. (Available for tests taken after April 2024)
    2. TOEFL iBT® "Official Score Report" ("My Best Score" and "TOEFL iBT® Home Edition" is not acceptable)
- [How to submit]**
- Request the ETS (Educational Testing Service) in the U.S. to have your score report **sent directly to Meiji University**. The institution code and department code which will be required when requesting is as below:  
 Institution Code: **5132**  
 Department Code:  
 Electrical Engineering **66**    Mechanical Engineering **68**    Architecture and Urbanism **12**  
 Applied Chemistry **64**    Computer Science **78**    Mathematics **72**    Physics **76**  
 \*Please keep in mind that the above request will take around 4 to six weeks until the score is sent to Meiji.
  - Write your Appointment Number (Registration Number), registration date, and the examination date on the "Application Documents Checklist."
  - 3. IELTS "Test Report Form"
- Those who have completed a bachelor's/master's degree program (doctoral students only) from an institution that are fully taught in English are exempt from submitting the score sheet for the English proficiency test. Instead, submit a certificate issued by the university that shows that you have completed and English program.

## 9. One Recommendation Letter from Supervisor

- Submit one recommendation letter which is written by a supervisor at your home university.
- There is no prescribed format, but the letter must be written either in English or Japanese.

## 10. Statement of Financial Resources (Prescribed Form)

- Fill in the financial resource for admission, tuition, and other necessary fees. Make sure that the total amount will be enough to cover the tuition and living expenses for one year.
- Document must be signed by the applicant.
- Refer to the following pages for details on tuition fees.
- Please refer to the following for the living expenses of privately funded international students.  
 Japan Student Services Organization website  
 URL: <https://www.studyinjapan.go.jp/ja/statistics/seikatsu/>
- When you obtain or renew your visa when entering Meiji University, you will need to submit documents to the Immigration Bureau that certifies your expenses during your stay in Japan. You may not be able to have the visa issued if you fail to submit, so please make a sufficient plan before applying.

## 11. Photocopy of Passport

- Submit a photocopy of the personal identification page.

## 12. Certifying Document of Supervisor's Acceptance

- Submit a document that proves your intended supervisor's acceptance. The document can be a printed email and must show both names of applicant and the intended supervisor.

## How to fill out Application Form A

Course and Program Name	“Doctoral Degree Program” is pre-printed on the form. Write the name of program which you are applying.														
	Choose one from the below list. <table border="1"> <thead> <tr> <th>Program</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Electrical Engineering</td> <td>551R</td> </tr> <tr> <td>Mechanical Engineering</td> <td>552R</td> </tr> <tr> <td>Architecture and Urbanism</td> <td>5535</td> </tr> <tr> <td>Applied Chemistry</td> <td>554R</td> </tr> <tr> <td>Mathematics</td> <td>5565</td> </tr> <tr> <td>Physics</td> <td>5575</td> </tr> </tbody> </table>	Program	Code	Electrical Engineering	551R	Mechanical Engineering	552R	Architecture and Urbanism	5535	Applied Chemistry	554R	Mathematics	5565	Physics	5575
Program	Code														
Electrical Engineering	551R														
Mechanical Engineering	552R														
Architecture and Urbanism	5535														
Applied Chemistry	554R														
Mathematics	5565														
Physics	5575														
Program Code															
Name in Katakana and in English	Write your name in both Katakana and in English as it appears on your passport in the order of last name, given name. Middle names is not necessary.														
Birth Year, Month, Date	Birth year/month/date (yyyy/mm/dd)														
Gender	Circle “M” for male, or “F” for female														
Home Address	Provide your home address. Enrollment registration documents will be sent to this address if you pass the examination.														
ID Photo	Attach a color photo in the space given (see instructions in previous pages). This photo will be used for your student ID card.														
Universities Attended	Write the last universities you graduated/expect to graduate from for both undergraduate and Master’s courses.														
Year and Month of Graduation	Write the western year and month of graduation. Circle “1” if you expect to graduate, and “2” if you already graduated.														
University	Circle the corresponding number. “0” (universities other than Meiji University) “1” (Meiji University)														
Type of University	Provide the corresponding number for types of universities from which you graduated. <table border="1"> <thead> <tr> <th colspan="3">Japanese University</th> <th colspan="2">Non-Japanese University</th> </tr> </thead> <tbody> <tr> <td>1 National</td> <td>2 Public</td> <td>3 Private</td> <td>4 Foreign</td> <td>5 Others</td> </tr> </tbody> </table>	Japanese University			Non-Japanese University		1 National	2 Public	3 Private	4 Foreign	5 Others				
Japanese University			Non-Japanese University												
1 National	2 Public	3 Private	4 Foreign	5 Others											
Current Occupation	Write the name of the company or institution where you are currently employed, and the month and year you began working.														
Occupation Type	Write the number that best describes the type of occupation in which you are currently engaged in. <table border="1"> <tbody> <tr> <td>01 Sales</td> <td>08 Manufacturing Management</td> </tr> <tr> <td>02 Accounting</td> <td>09 Operations</td> </tr> <tr> <td>03 Survey Planning</td> <td>10 Product Planning</td> </tr> <tr> <td>04 Human Resources</td> <td>11 Administration</td> </tr> <tr> <td>05 Research and Development</td> <td>12 System Engineer</td> </tr> <tr> <td>06 Design</td> <td>13 Education (teaching)</td> </tr> <tr> <td>07 Industrial Technology</td> <td>20 Others</td> </tr> </tbody> </table>	01 Sales	08 Manufacturing Management	02 Accounting	09 Operations	03 Survey Planning	10 Product Planning	04 Human Resources	11 Administration	05 Research and Development	12 System Engineer	06 Design	13 Education (teaching)	07 Industrial Technology	20 Others
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05 Wholesale	11 Non-Profit Organization														
06 Retail	12 Public Service														
	20 Others														

Preferred Supervisor	Write the name of your preferred supervisor. Applicants must consult with their preferred supervisor before applying.
Entrance Type 1	"N" (pre-arrival admission) is pre-printed on the form.
Entrance Type 2	"1" is for an applicant who is independently sponsored. "2" is for an applicant who will receive a scholarship from the Japanese government (MEXT).
Classification	Choose your status from the list below. 1 Expect to graduate from current school 2 Do not choose this. (No.2 is not applicable to pre-arrival admissions.) 3 Plan to take leave of absence from work 4 Dispatched from company 5 Expect to leave company if enrolled 6 Attend graduate school while continuing to work (including housewives and retirees) 7 Others (unemployed, etc.)
Tuition Fees Code	Choose the university from which you graduated (or expect to graduate.) "01" Other University (both undergraduate and Master's courses) "72" Meiji University (undergraduate in Meiji and Master's course in another university) *For the following applicants, half of the admission fee will be required. - Applicants entering a Doctoral Degree Program after graduating from Meiji University's undergraduate course and other university's Master's course
Application Period	"1" (first application period) is pre-printed on the form.
Nationality	Provide the country/region code of your nationality (See below list.)
Examination Admission Ticket *Do not detach.	
Name	Write your name in both Katakana and in English as it appears on your passport in the order of last name, given name. Middle names is not necessary.
Program	Write the name of program to which you are applying.

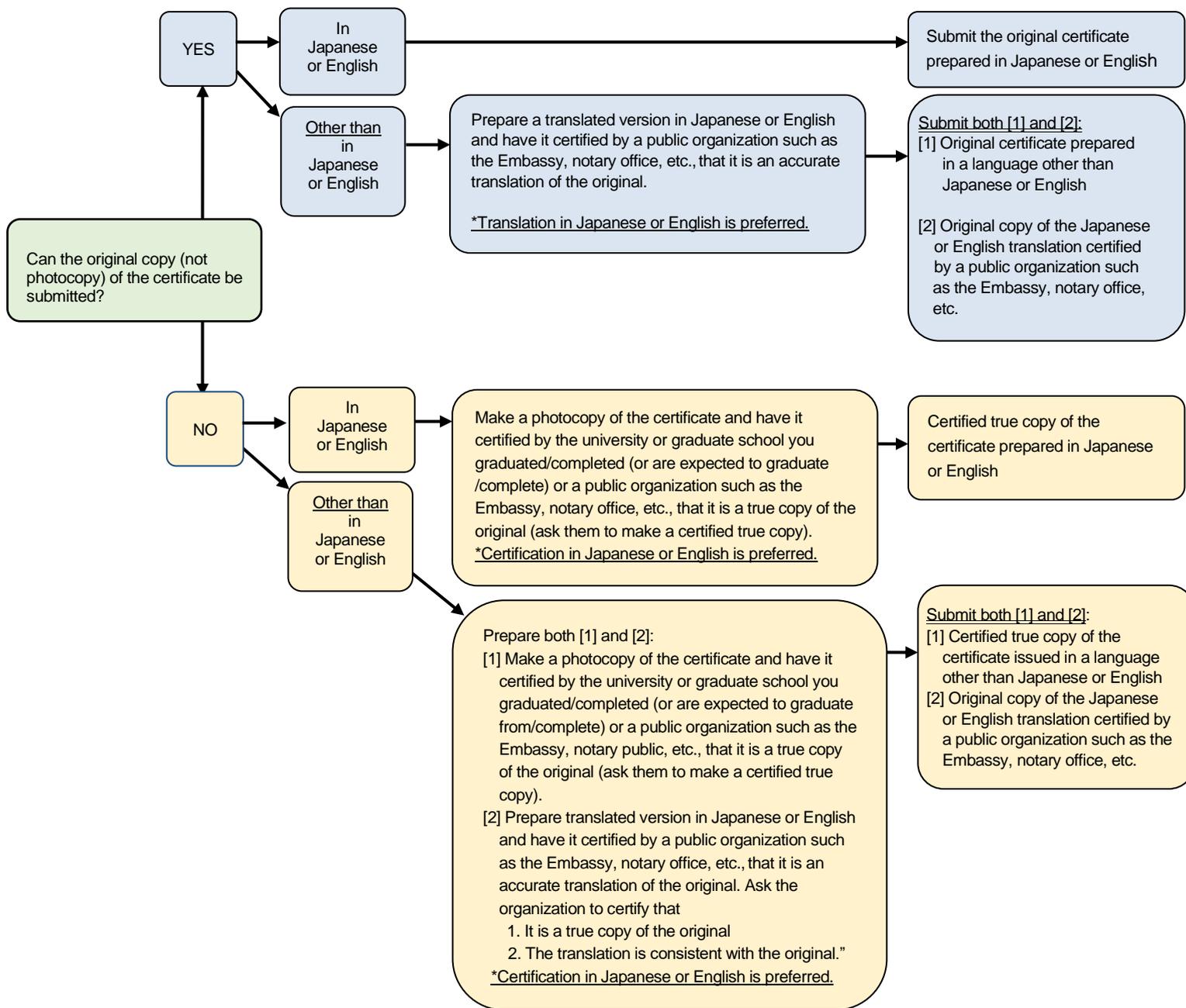
**[Country/Region Code List]**

Country/Area	Code	Country/Area	Code	Country/Area	Code	Country/Area	Code	Country/Area	Code
Argentina	503	Dominican	507	Iran	601	Norway	406	Switzerland	407
Australia	701	Egypt	801	Israel	604	Pakistan	213	Taiwan	204
Austria	408	El Salvador	509	Italy	404	Paraguay	506	Tanzania	803
Bangladesh	215	Estonia	415	Kyrgyzstan	416	Peru	504	Thailand	207
Belgium	410	Ethiopia	804	Laos	211	Philippine	208	Turkey	412
Bhutan	218	Finland	421	Libya	806	Romania	420	Turkmenistan	424
Bolivia	505	France	403	Malaysia	205	Russia	413	U.S.A	301
Brazil	501	Germany	402	Mexico	303	Saudi Arabia	602	UAE	603
Bulgaria	422	Ghana	809	Mongolia	217	Serbia	423	UK	401
Cambodia	210	Greece	419	Morocco	802	Shri Lanka	216	Ukraine	417
Canada	302	Honduras	508	Myanmar	219	Singapore	220	Uzbekistan	418
Chad	807	Hong Kong	221	Nepal	214	Republic of Korea	201	Vietnam	209
Chili	502	Macau	225	Netherland	409	Spain	411	Others	999
China	203	India	212	New Zealand	702	Sudan	805		
Croatia	414	Indonesia	206	Nigeria	808	Sweden	405		

**(3) Certificates for Applicants who Graduated from/Completed (or Expected to Graduate from/Complete) a Foreign Educational Institution**

**[1] In the case of (expected) graduation from/completion of educational institutions other than in China\***

**\*Excluding Hong Kong, Taiwan, and Macau.**



**[2] In the case of graduation from/completion (or are expected to graduate from/complete) of educational institutions in China\***

**\*Excluding Hong Kong, Taiwan, and Macau.**

Applicants who graduated or expect to graduate from/complete a university in China must submit the following documents listed below.

**[NOTE]** It will take a certain amount of time from application to issuance.

① Certificate of Degree

Certificate of Degree issued by CHSI (either in English or in Chinese)

- Submit either of the following certificate issued.

- 「Online Verification Report of Higher Education Degree Certificate」 (English)

- ・「中国高等教育学位在线验证报告」(Chinese)
- Have the Certificate of Degree verified by CHSI (China Higher-education Information and Student Information) [How to apply for CHSI verification]
  - Access to <https://www.chsi.com.cn/en/pvr/> and apply for the credential verification either in English or in Chinese.
  - Have the CHSI send the electronic application report DIRECTLY to the Graduate School of Meiji University (sst@mics.meiji.ac.jp). Only the emails sent by the CHSI will be considered valid, and those forwarded by the applicants will not be accepted.
  - After applying, write the application date to the “Application Documents Checklist”.

## ②Academic Transcript

Verification Report of your academic transcript issued by the CHSI (China Higher-education Information and Student Information) in either of the following ways:

- Access to <https://www.chsi.com.cn/en/pvr/> or <http://www.chsi.jp/> and apply for credential verification.
- Have the CHSI send the “Verification Report of China Higher Education Student’s Academic Transcript” (NOT the “Online Verification Report”) DIRECTLY to the Graduate School of Meiji University (sst@mics.meiji.ac.jp)

## [NOTES]

- Make sure to apply so that the verification reports will be sent DIRECTLY from each institution to the Graduate School of Meiji University. Reports forwarded from applicants will be considered invalid.
  - Handling fees will be required for application. Please check the CHSI website for details.
  - Please apply for the verification in English. Verification Reports issued in languages other than English will be considered invalid.
- \* Other notes regarding certificates are the same as “[1] In the case of educational institutions other than in China.”

## (4) Payment of Screening Fee

The screening fee is **35,000 Japanese Yen** (consumption tax will not be imposed); the payment must be completed by the application deadline.

### **Payment Deadline** June 5 (Wed), 2024 JST

Note that payment from overseas must **arrive** at Meiji University by the deadline. Payment after the deadline is invalid. **Once the screening fee is paid, there is no refund.** Choose one of the following payment methods. However, the screening fee will be reimbursed in the following cases:

1. When the applicant paid the screening fee but did not submit the application documents.
2. When the applicant did not meet the application requirements.
3. When the application was made after the deadline.
4. When the applicant overpaid the screening fee.

### Deadline and Method of Screening Fee Reimbursement

1. Contact the School of Science and Technology Office (sst@mics.meiji.ac.jp) by June 28, 2024.
2. Instructions will be notified to those who meet the requirements for the reimbursement, so please submit the required documents along with the original payment receipt. Reimbursement may be denied if the applicant cannot submit the original receipt.

## (a) Paying through a Bank in Japan (excluding the Japan Post Bank)

- Fill out the prescribed payment form (Form B,C,D).
- Pay the fee via telegraphic transfer at a bank counter.

- Only cash payment is accepted. Checks, securities, and payment through an ATM are not acceptable.
- No transfer commission fees are charged if the payment is made at the main office of the designated bank listed on the prescribed payment form.
- Applicants can pay the screening fee before the application period starts.
- Upon completion of payment, applicants should make sure that the financial institution placed a receipt stamp on Forms B and C. Forms No receipt stamp means that the payment has not been completed. Keep the Form C and send Forms B with your application materials.
- The stamp of the financial institution is considered to be the University's receipt and should be kept by the applicant safely since it will not be reissued by Meiji University.

#### **(b) Paying through Convenience Stores in Japan**

- Payment can be made through Lawson, 7-11, and Family Mart. Commission fees will be charged when making a payment at these locations. See the "E-Payment Service" website from <https://e-shiharai.net/> (available in Japanese only). Payment is accepted only during the designated period.
- Upon completion of payment, receive a receipt certifying your payment (収納証明書) and paste it on the designated place on Form B.
- A receipt issued by the convenience store is considered as the University's receipt. The receipt should be safely kept by the applicant since it will not be reissued by Meiji University.
- Submission of forms C and D is not necessary.

#### **(c) Paying by Credit Card/Chinese Payment Service**

- Visa, MasterCard, JCB, American Express, or Union Pay (銀聯) is acceptable.
- Please refer to the separate document "How to make the Payment for the Examination Fee by Credit Card, Union Pay" for more details.
- See the "E-Payment Service" website at <https://e-shiharai.net/ecard/>. Payment is accepted only during a designated period.
- Detach Form B and send it along with the other application materials.
- Enclose the printed "Result" page in an application envelope with other necessary application documents.
- Submission of forms C and D is not necessary.

#### **(d) Paying by Overseas Remittance from Outside of Japan**

##### **① Commission Fee:**

Commission fees of both your local bank and Meiji University's bank will be charged for the overseas remittance, and the payer is responsible for all such fees. Check the total amount of fees and pay at your local bank. The screening fee will not be refunded once it is paid.

##### **In addition to the Screening Fee (35,000 JPY), applicants must also pay the following fees:**

1. Handling fees for remittance services at your local bank
2. Handling fees for remittance services at Meiji University's bank
3. Any additional fees (if required.)

- **The screening fee must arrive at the University's bank account by the application deadline.** It may take a long time for remittance; therefore, applicants are strongly advised to make the remittance in advance with sufficient time allowance. Payment can be accepted before the application period starts.
- If there is any shortfall in the fees arriving in the University's bank account, your application will be regarded as a withdrawal and no fees will be refunded. You will also be responsible for any issues occurring during the

remittance that may cause failure of the payment, and the fees will not be refunded.

## ② Remittance Information:

Type of Remittance (送金種類)	Telegraphic Transfer (電信送金)
Currency (通貨)	Japanese Yen (日本円)
Method of Payment (支払方法)	Advise and pay (通知払)
Yen exchange charge (円為替手数料)	Remitter's Account (依頼人負担)
Remittance charge (被仕向送金手数料)	Remitter's Account (依頼人負担)
Purpose of payment (送金目的)	Screening Fee (入学検定料)
Paying Bank/銀行名	SUMITOMO MITSUI BANKING CORPORATION 三井住友銀行
Branch /支店名	KANDA Branch 神田支店
Bank Address /銀行住所	3-12 Kanda Ogawamachi, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田小川町3-12
Payees a/c No. /受取人口座番号	Ordinary Account 219-147151 店番号 219 普通預金 147151
Payee /受取人	Meiji University 明治大学
Address /受取人住所	1-1 Kanda Surugadai, Chiyoda-ku, Tokyo, Japan 東京都千代田区神田駿河台1-1
Swift Code /スウィフトコード	SMBCJPJT

(\*1) Write "PAY IN FULL" in the message column for the receiving bank.

(\*2) Remitter's name must be written exactly the same as shown on the applicant's passport. If the remitter is different from the applicant, please write the remitter's name in the message column.

## ③ Complete Report Form

Access to the "Screening Fee Payment Completion Report Form" from the link below and enter required information.

**Screening Fee Payment Completion Report Form**

<https://forms.office.com/r/qK8hF0hWtN>



## ④ Required Documentation

Upon completion of remittance, submit the following documentation along with application materials.

(a) Screening Fee Payment Form (Prescribed Form B to D)

Write the necessary information and submit along with application materials. Do not use this form for overseas remittance.

(b) A copy of "Application for Remittance" issued by the bank

When making overseas remittance at a bank, an "Application for Remittance" will be issued. Submit a photocopy of it to Meiji University.

## 9. Enrollment Procedures

Successful applicants must complete the enrollment registration procedure in **August 2024** if they wish to be enrolled. (See the “Application Period and Examination Schedule.”)

(1) Enrollment registration documents will be sent out on the day of the examination result announcement to the applicant’s home address written on Application Form A.

[Note 1] Contact the SST office immediately if the documents do not arrive.

[Note 2] Inform the SST office if any changes are made to the home address.

[Note 3] Late enrollment registration due to undelivered or delayed mail cannot be accepted.

(2) See the “Enrollment Procedure Guideline” which will be sent along with enrollment documents and complete the necessary steps by the designated deadline.

(3) Some of required enrollment materials are as follows:

- a) Enrollment and tuition fees (see the following pages for detailed amount)
- b) Certificate of Graduation/Completion from all universities attended (only those who submitted a Certificate of Expected Graduation/Degree at the time of application.)
- c) Official transcripts of colleges or universities (only those who submitted a certificate of expected graduation/degree at the time of application).
- d) Certificate of Residence in Japan showing the student’s residence status and duration of stay in Japan, which must have been issued within three months and must be submitted as soon as you arrive in Japan.
- e) Guarantor’s Certificate of Residence (issued within three months of the submission date).

[Note1] If you cannot submit an official certificate of graduation/degree and transcript by the enrollment registration deadline, you must request a postponement of submission by informing the school office. Refer to the enrollment registration guideline for details.

[Note2] Besides the above, enrollment registration documents in prescribed forms are also required.

(4) A guarantor is required for enrollment registration, so choose a person in the following order of priority. An individual residing in Japan with a “Student Visa (留学/就学)” is not eligible to become a guarantor for a Meiji University student.

1. Either of your parents residing in Japan.
2. Relatives other than your parent residing in Japan and make an independent living.
3. If anyone fulfilling the above 1 or 2 cannot be found, choose a person who resides and make an independent living in Japan, and is capable to support the enrolling student.

## 10. Visa

In order to reside in Japan as a Meiji University student, you must apply for a “Student” visa at a Japanese embassy or consulate in your country. For a smooth screening process of your visa application, a Certificate of Eligibility (COE) issued by the Tokyo Regional Immigration Bureau of the Ministry of Justice will be necessary. Application documents for a COE will be sent along with enrollment documents.

If you have relatives/financial sponsors or receive a scholarship in Japan, please request a proxy application for the COE from the Tokyo Regional Immigration Bureau of the Ministry of Justice.

If you wish Meiji University to submit a proxy application for the COE, submit all the necessary application documents by the specified deadline which is much earlier than the enrollment registration deadline. In both above cases, Meiji University is not responsible for the result of a visa application.

[Note 1] Screenings of visa applications are conducted by the Ministry of Justice. Meiji University shall not assume any responsibilities in case the application is denied or the issuance of visa is delayed.

[Note 2] Most scholarships for international students require a “Student” visa as application criteria.

[Note 3] Issuance of COE is judged by the Tokyo Regional Immigration Bureau of the Ministry of Justice and it may take a certain amount of time. There is a possibility that you will not be able to obtain a visa before the semester starts.

## 11. Scholarship

Fellowship Support Scholarship A (大学院研究奨励奨学金 A)

This scholarship aims to nurture young researchers whose purpose is to obtain a doctoral degree. A scholarship of roughly half the annual tuition fee will be granted for students who enroll in Meiji University with excellent screening results. Eligible students will be selected by each graduate school. The scholarship will be granted for three consecutive years on the condition that recipients meet requirements specified by each graduate school.

## 12. Purpose of Use of the Personal Information

Personal information provided for application and admission to Meiji University will only be used for the purpose of the enrollment examination, notice of results, enrollment registration, and other academic necessities. A part of those operations will be entrusted to companies, appointed by Meiji University. Please note that personal information will be handled responsibly.

## 13. Admission and Tuition Fees

Doctoral Degree Program

### < Admission and Tuition Fees for 2024 >

### <Subsequent years>

(Units : yen)

Subject		Year	2024	2025・2026	2027 (Undecided)
Academic Fees	Admission Fee		200,000	—	—
	Tuition Fee		390,000	780,000	390,000
	Experiment Lab Fee		35,000	70,000	35,000
Misc. Fees	Student Health Insurance Fee		3,000	3,000	3,000
Total (Annual Sum)			628,000	853,000	428,000
Spring Semester			—	428,000	428,000
Fall Semester (1st Year Enrollment Charges)			628,000	425,000	—

**1st Year Enrollment charges consist of Admission Fee, half of the Academic Fees and Misc. Fees.**

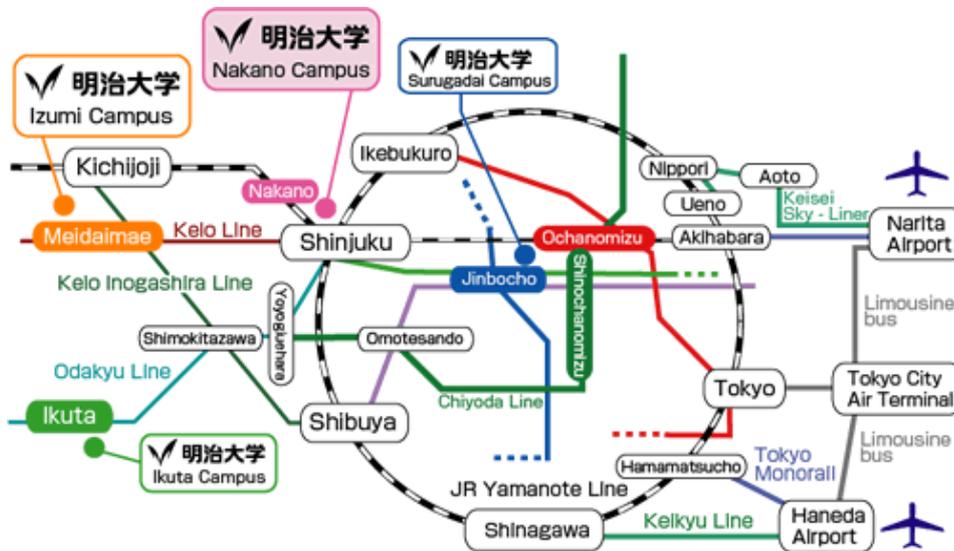
Payment Category	Description of Payment	Payment Deadline
AY2024 Fall Semester	Admission Fee, half the amount of the Academic fees (except the Admission Fee) and Misc. Fee	Deadline of admission procedure
AY2025 Spring Semester	Half the amount of the Academic fees and Misc. Fee	April 30
AY2025 Fall Semester	Half the amount of the Academic fees	October 20
AY2026 Spring Semester	Half the amount of the Academic fees and Misc. Fee	April 30
AY2026 Fall Semester	Half the amount of the Academic fees	October 20
AY2027 Spring Semester	Half the amount of the Academic fees and Misc. Fee	April 30

### [NOTE]

1. The Academic Fees and Misc. Fees in 2024 and subsequent years are as above.
2. After enrollment, an additional charge for certain subjects will be levied. (Subjects related to the teaching profession, social education supervisor, curator, librarian, library teacher, etc.)

3. If you cancel your enrollment by completing the necessary procedure by the designated deadline, all fees excluding the Admission Fee will be refunded.
4. Consumption Tax will not be imposed on the Academic Fees.
5. **Academic Fees are subject to change.** For the exact amount of Academic Fees, please refer to the statement sent with the payment form every April.

## 14. Campus Location and Contact Information



**\*Courses of the following Programs are offered at Ikuta Campus.**

Electrical Engineering, Mechanical Engineering, Course in Architecture of Architecture and Urbanism, Applied Chemistry, Mathematics, and Physics.

**\*Courses of the following Programs are offered at Nakano Campus.**

“International Program in Architecture and Urban Design” and “Course in Places, Arts and Consciousness” of Architecture and Urbanism.

\*Some courses of “Course in Places, Arts and Consciousness” may be conducted at Ikuta Campus.

### School of Science and Technology Office, Meiji University

- Location 1-1-1 Higashi-mita, Tama-ku, Kawasaki-shi, Kanagawa, 214-8571 JAPAN
- Contact TEL : +81-44-934-7600 Email: [sst@mics.meiji.ac.jp](mailto:sst@mics.meiji.ac.jp)
- Directions 10-minute walk from South Exit of Ikuta Station (Odakyu Line)
- Office Hours 9:00-11:30 and 12:30-16:30 on weekdays, 8:30-12:00 on Saturdays  
Closed on Sundays, national holidays without classes, and university holidays.