

Application guideline for

School of Science and Technology Student Study Abroad Program AY2025

October 2024 / Science and Technology, Meiji University

“Student Exchange Program” is a study abroad program held at the partner institutions of Meiji University with student exchange agreements. School of Science and Technology (SST) has its own partner institutions overseas, where only SST students can study in languages such as English, Chinese, German, French etc. To participate in this student exchange program, SST students are required to apply for the internal selection and to be nominated by SST to a partner university. Students need to read carefully the following information about how to apply for the internal selection, also refer to “Admission Details (Criteria)” for each partner institution’s requirements. The student exchange programs are NON-DEGREE, and SST students are required to return to Meiji University upon completion of the exchange program.

1. List of Partner Universities

Please check “[Admission Details \(Criteria\)](#)” on our website, for SST’s partner universities with student exchange agreement.

2. Duration of Study

1 semester or 1 academic year from Aug, Sep, or Oct. 2025. (Departure will differ depending on partner university)

3. Number of Students

Please check “Admission Details” on our website.

https://www.meiji.ac.jp/sst/international/student_exchange.html

4. Application Criteria

※ Students must meet ALL of the following requirements. If students submit application documents without meeting requirements, they will automatically be rejected.

- (1) Meet all requirements of the partner university which you wish to apply for. (※1)
 - ※You must meet GPA requirement both at the time of selection at SST and at the time of application to the partner university.
 - ※You must submit a certificate of language proficiency which is valid both at the time of screening process within SST and at the time of application to the partner university.
- (2) Must be full-time student of SST and meet the following requirement.
 - ◇Undergraduate: Must be in the 4th year in SST at the time of application and has passed entrance exam of Graduate School of SST. Students must consult with their prospective academic supervisor and receive permission for attending the exchange program.
 - ◇Graduate: Permission from your academic supervisor
- (3) If you have chronic disease or any pre-existing conditions, you will need an approval from your physician before applying for the student exchange program.
- (4) In principle, International students (students whose nationality is not Japanese) must exclude your home country as your destination. Some institutions restrict nationality or educational background of the student. Please refer to the “Admission Details” on our website for more information. International students must submit an “Educational Background Information Sheet” with other application documents.
- (5) Understand all necessary costs for studying abroad and is able to prove financial ability.
 - ※Some partner universities require a financial proof along with other application documents.
- (6) Agree and sign the Program Agreement and also have a guarantor’s approval.

(※1)

■GPA Requirement :

If the partner university you wish to apply has a GPA requirement, you need to meet the requirement. If the requirement is written as “preferred,” students can apply for internal selection with slightly lower GPA. However, priority is given to students who meet the requirement and final decision will be made by partner university. Recommendation from SST will not

guarantee the acceptance to partner university. Also, you must meet GPA requirement both at the time of screening process within SST and at the time of application to the partner university.

■Language Proficiency :

Language proficiency certificate must be an ORIGINAL. Copies are NOT acceptable. If you do not have an original score of TOEFL-iBT at the time of application for internal selection, you can submit a copy of My Home Page instead. Be sure to submit an original score as soon as possible. Even if the partner university does not require any certificate of language test, students are still strongly advised to take the test.

5. Application Period

During office hours (8:30am-16:30pm) of School of Science and Technology Office at Ikuta campus between November 11th (Mon.) to 20th (Wed.) 2024

6. Where to submit the Application Documents

All application documents must be submitted to School of Science and Technology Office at Ikuta Campus. If students wish to submit documents in Nakano Campus, they must consult our office in advance.

7. Application Documents

1	SST Student Exchange Application Form 2025	Must be printed single-sided in black and white, within 2 pages.
2	Program Agreement	Need both student's and guarantor's signatures and seal. (Read carefully before signing.)
3	Academic transcript printed from Oh-o!Meiji portal site	This is not an official transcript. Must print it out from the Oh-o!Meiji portal website.
4	Official certificate of language proficiency test	Must submit a certificate of language proficiency which is valid both at the time of screening process within SST and at the time of application to the partner university. If you do not have an original score of TOEFL-iBT at the time of application for internal selection, you can submit a copy of My Home Page instead.
5	Plan of Study Abroad (Foreign language)	<p>Include the following points: 1. why you would like to participate in the Student Exchange Program, 2. what you would like to achieve/study, 3. your future goal or how you would like to make use of your study abroad experience in the future.</p> <p>-Write in the language used in the courses of partner university you wish to apply for. Title of the essay must be as follows: (English) Plan of Study Abroad, (Chinese) 学习计划 (简体字), “學習計畫” (繁体字), (French) Plan d'étude, (German) Studienvorhaben</p> <p>-Type in your name /department/year/Student ID number on the right hand corner.</p> <p>-The essay should be 800 to 1000 words. Indicate the total number of words at the end of your report.</p> <p>-Must be typed with font size of at least 10.5, with a margin of at least 1.5 cm on both sides, and printed single-sided. It does not require a cover and DO NOT staple the documents.</p>
6	Educational Background Information Sheet (International Students Only)	In principle, international students are not allowed to apply for an exchange program of their home country. All international students are required to submit this sheet.

8. Costs

Students are responsible for:

- ① Tuition fees of Meiji University (Tuition fee of partner university is waived.)
- ② Expenses required by partner university (mandatory miscellaneous student fees, etc), transportation, visa application, insurance, and other living expenses.

NOTE: Students must buy a travel insurance designated by Meiji University according to university's crisis management policies. Some institutions may require students to buy their own health insurance. In this case, students must buy both insurances.

9. Internal Selection and Selection by Partner University

Candidates are selected according to the overall evaluation of their GPA, application documents, and interview. Please note that the office of SST will not provide information regarding each applicant's screening results. Also, recommendation from SST does not guarantee partner university's acceptance.

10. Schedule after Submission of Application Documents

※Check Oh-o!Meiji portal site regularly as important information will be sent through it.

Mid December (weekday evening.): Interview in Ikuta Campus (details will be notified through Oh-o!Meiji portal website.)

By December 21st (Sat.): Notification of results of interview

11. Schedule after Internal Selection

January 2025: Application for partner university

May 2025: If accepted by partner university, an acceptance letter will be sent to the student.

June 2025: Administrative procedure in SST, preparation of transportation, visa application, accommodation etc.

After August 2025: Departure

12. FAQs

① **Can I also apply for the "University-wide Exchange Program?"**

Basically, yes. However, if you are selected as an exchange student to SST partner university, you are not allowed to withdraw from SST student exchange program.

② **How can I find information of partner universities?**

Not many institutions have paper-based catalogs, syllabi, or brochures. Please refer to the institution's website to see their latest information such as department list, course list, and other relevant information.

③ **Will the credits be transferred?**

Not all credits are automatically transferred. SST will decide how many credits can be transferred based on course contents and academic transcript of partner university and there is no guarantee. Please consult with your academic supervisor and office of SST for your study plan.

④ **Class registration**

Even if you pass internal selection, partner university may require students to attend language classes. Students are strongly advised to improve their language ability before departure.

⑤ **Which department / major will I belong to?**

If SST has an agreement with a specific department of partner university, you will belong to the department. If the agreement is university-wide, there are some cases that you do not belong to any department.

⑥ **Can I withdraw from the program after being accepted?**

You are not allowed to withdraw from the Student Exchange Program for unjustifiable reason(s) once you are chosen as a candidate. Any concerns should be considered and be settled before applying for the internal selection.

⑦ **Will I officially accepted if I pass the internal screening?**

Purpose of internal selection is to decide a candidate for student exchange program. Therefore, partner university makes a final decision whether to accept exchange students or not and recommendation from SST does not guarantee acceptance. Acceptance letter will usually be sent before 2 or 3 months before departure.

⑧ **Duration of Study, Degree**

Maximum duration is one academic year and you return to SST upon completion of exchange program. You are not allowed to seek for a degree in the partner university. Duration of study must be decided before applying for the internal selection and it is not allowed to change once confirmed.

⑨ **Is applying for travel insurance mandatory?**

You must buy a travel insurance designated by Meiji University, according to university's crisis management policies.

⑩ **Preparation**

It is your responsibility to complete all necessary application procedures of partner university. You will directly contact partner university after they submitted application documents to the university.

⑪ **Visa application**

Visa is required to study in a foreign country. Please remember that you are responsible for gathering documents and visa application.

⑫ **Will all students be guaranteed for accommodation?**

Accommodation is usually not guaranteed for exchange students at most institutions. When applying for on-campus housing, it is important that you apply and pay deposit as early as possible, as it fills up very quickly. Please understand that you are responsible to communicate with the housing office of the host institution to arrange accommodation of your preference. Meiji University is not responsible for communicating with the housing office and organizing students' accommodation.