

# Application Guidelines for 2020AY Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy/Expenses Subsidy)

2020/7/27

International Student Center

## 1 Contents

### 【Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy / Expenses Subsidy)】

- “Meiji University Study Abroad Encouragement Subsidy” is a scholarship to support students who participate either in a study abroad program with partner universities of Meiji University or in a self-arranged study abroad program certified by the School or Graduate School of Meiji University (認定留学) . The scholarship will be provided to students who are selected by screening by Meiji University and its recipients are not required to refund it. Those who are going to apply for this subsidy must carefully read through the application guidelines and submit all the necessary documents by the application deadline.
- There are **TWO types** of “Study Abroad Encouragement Subsidy.”
  - (1) **Tuition Subsidy** : To provide subsidy for the tuition fees, only for those who study abroad on a “Tuition-paying program.”
  - (2) **Expenses Subsidy** : To provide subsidy for expenses, regardless of the type of the study abroad program (whether on an “Exchange program” or “Tuition-paying program”).
- The eligibilities are different between (1) and (2) above.
- “(1) Tuition Subsidy” will be prioritized than “(2) Expenses Subsidy” in the fund.
- It is not guaranteed that all applicants will be selected as recipients due to the amount of application of the year.

## 2 Eligibilities

### (1) Tuition Subsidy

Those who meet **ALL** of the following conditions ①～④;

- ① Those who have started or are going to start their study abroad program by completing all application procedures designated by the host institution as regular students **between January 1, 2020 and December 31, 2020** (Not the date of your departure but **the date of starting the class**).
- ② Those who are certified as a “Study Abroad Program with partner universities of Meiji University” (either Institution level or Faculty level) or a “self-arranged study abroad program certified by the School or Graduate School (認定留学)” by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ **Those who can submit both invoice(s) and receipt(s) or specification(s) of the tuition fees payment by the deadline designated by the International Student Center.**
- ④ Students whose cumulative GPA at Meiji University up to 2019AY is **2.00 or above for undergraduate students, 3.00 or above for graduate students** ( For the Graduate school of Professional Accountancy: 1.70 or above. For the first year graduates: 2.00 or above with the undergraduate GPA) .

#### 【Notice】

- ※ This is not a tuition waiver system.
- ※ Students who are participating in academic internship programs of the School of Global Japanese Studies are not eligible to apply for this “1 Tuition Subsidy” (They can only apply for “2 Expenses Subsidy”).
- ※ **For the academic year 2020, those who participate in online study abroad programs are also eligible for the Tuition Subsidy.**

## (2) Expenses Subsidy

Those who meet **ALL** of the following conditions ①～③;

- ① Those who have started or are going to start their study abroad program by completing all application for the host institution as regular students **between January 1, 2020 and December 31, 2020** (Not the date of your departure but **the date of starting the class**).
- ② Those who are certified as a “Study Abroad Program with partner universities of Meiji University” (either Institution level or Faculty level) or “self-arranged study abroad program certified by the School or Graduate School (認定留学)” by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ Students whose cumulative GPA of Meiji University up to 2019AY is **2.00 or above for undergraduate students, 3.00 or above for graduate students** (For the Graduate school of Professional Accountancy: 1.70 or above. For the first year graduates: 2.00 or above with the undergraduate GPA) .

【Notice】

※ **For the academic year 2020, those who participate in online only study abroad programs are NOT eligible for the Expenses Subsidy.**

(2020/09/25 Updated) “Online only study abroad programs” means taking online courses from Japan or your home country without travelling overseas. If you have ever traveled to other country for your study abroad program, you are eligible for the Expenses Subsidy. In that case, please submit a copy of either your passport with immigration stamp or your round-trip flight ticket.

## 3 Screening Standards

- “(1) Tuition Subsidy” will be prioritized in the fund.
- If the amount of the application and grants surpass the budget of the year, “(1) Tuition Subsidy” will be prioritized and the students with higher cumulative GPA will be prioritized in the selection. In this case, “(2) Expenses Subsidy” will not be provided.
- Recipients of “(2) Expense Subsidy” will be selected from students with higher cumulative GPA within the budget. The type of the program of the students will also be taken into consideration.

## 4 Amount of Subsidy

### (1) Tuition Subsidy

The amount of subsidy will be decided as follows, comparing the tuition of the host institution converted to JPY (**NOT including facility use charge, registration charge, and other fees etc.**) with that of Meiji University.

|   |  |
|---|--|
| If the tuition of the host institution is <b>higher</b> than that of Meiji University | Amount of the tuition of Meiji University                        |
| If the tuition of the host institution is <b>lower</b> than that of Meiji University  | Amount of the tuition of the host institution (converted to JPY) |

【Notice】

- ※ Rate of Conversion : Meiji University will refer to the latest official exchange rate designated by the government and Ministry of Finance (日本国政府財務省告示「出納官吏事務規程第14条及び第16条に規定する外国貨幣換算率を定める等の件」) when deciding the amount of subsidy in JPY, discarding any fraction less than 100 JPY after the calculation.
- ※ If your exchange program is shorter than 1 semester : the tuition of the host institution and that for one semester of Meiji University will be compared.
- ※ Timing of providing the subsidy : For “1 Tuition Subsidy,” it will be provided after confirming the payment of tuition of the host institution is completed.
- ※ Receiving multiple scholarships : If a recipient is receiving other scholarship(s) which is not required to return (e.g. JASSO, tuition assistance, expenses assistance etc.), both scholarships can be offered as long they meet the regulations of each scholarship.
- ※ If the period of study abroad program is shortened after the application/receipt of the subsidy, return of the subsidy may be requested.

## (2) Expenses Subsidy

University will subsidize the following amount (tentative) .

|                          |             |
|--------------------------|-------------|
| For one academic year    | 200,000 JPY |
| For one semester         | 100,000 JPY |
| For less than 1 semester | 50,000 JPY  |

### 【Notice】

- ※ If the period of study abroad program is shortened after the application/receipt of the subsidy, return of the subsidy may be requested.

## 5 Application Period

**Monday, July 27, 2020 ~ Wednesday, January 13, 2020**

### 【Notice】

- ※ Any submission after the deadline will not be accepted.

## 6 How to apply

The following steps need to be completed during the application period. Failing any of the steps will disqualify your status as an applicant.

- (1) Online Registration through submitting a questionnaire on Oh-o! Meiji
- (2) Submission of necessary application documents

## 7 Where to submit

Application documents must be submitted by either of the following methods within the application period. In person submission will be accepted only if the campus entry restriction is lifted.

### <In person> International Student Office of each campus or Nakano Research and Educational Support Office (International Collaborative Affairs)

- ※ Must be submitted within office hours. Submission after the deadline or outside office hours will not be accepted.
- ※ Make sure to pay attention to the office operating days and hours during the Summer Break.
- ※ Application documents must be submitted by the applicant himself/herself.

### <By Mail> ATTN: International Student Office (Study Abroad), Meiji University Building No.1-1F, 1-9-1 Eifuku, Suginami-ku, Tokyo 168-8555 TEL: 03-5300-1542

- ※ **Must reach the office within the application period.** Submission after the deadline will not be accepted.
- ※ Make sure to use the mailing method which the delivery status can be tracked (registered mail, ENS/DHL/FEDEX etc.).
- ※ Inform in advance if mailing the documents from overseas.

## 8 Documents to submit

Prepare all the necessary application documents following the instruction below.

### 【Note 1: About documents for submitting】

- The documents to submit are different from “1 Tuition Subsidy” to “2 Expenses Subsidy”
- **Incomplete application will be excluded from the screening.** It is applicant’s own responsibility to check the documents thoroughly before submitting.

### 【Note 2: Notice for submission】

- All documents must be in **A4 size, single-sided.**
- If the document is smaller than A4 size, paste it on a A4 sized paper. **It should not be stapled.**

## (1) Tuition Subsidy

Prepare following ①~⑪ in order. (※1) Note that as the application for “1 Tuition Subsidy” includes the application for “2 Expenses Subsidy”, you do not need to submit the documents for both subsidies. However, you have to meet all requirements for both to be qualified.

### 【Documents to submit】

- ① Check List for Meiji University Study Abroad Encouragement Subsidy Application Documents (Tuition Subsidy)
- ② Application form for Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy) (Designated Form)
- ③ Statement of purpose (Study Abroad Plan)
- ④ Scholastic Record ※up to 2019 fall semester  
**!!!IMPORTANT!! It must be downloaded by August 19th, 2020 via Oh-o! Meiji**
- ⑤ Photocopy of an acceptance letter issued by the host institution
- ⑥ Photocopy of an invoice (with the tuition stipulated) ※2
- ⑦ Document which shows the payment of tuition is completed (receipt, credit card statement, etc.) ※2
- ⑧ Statement of reasons (free format, necessary only if an applicants are not able to submit either ⑥or⑦ regarding tuition fees or both of them when making an application.) ※2
- ⑨ Documents which show tuition fees of the institution and schedule of payment (necessary only if payment of tuition fees has not completed when making an application.) ※2
- ⑩ Request Form for Bank Transfer (Designated Form)
- ⑪ Photocopy of your bank account book (Both front covered page and the first page.)

※1 Refer to the details and notices on “Check List for Application Documents.”

※2 If the documents regarding tuition fees of the host institution are not ready by the deadline, make sure to follow the instructions listed on the “Notice for submitting documents for Tuition Subsidy” below.

### Notice for submitting documents for Tuition Subsidy

(A) If applicants are not able to prepare and submit either invoice or receipt of the payment of tuition of the host institution, or both of them, by the deadline of the application:

- In the case applicants have not completed the payment of the whole amount of the tuition (or some part of it), check and write the estimated date of submitting the documents in the column on the application forms and send PDF data of the document via e-mail afterwards. If applicants have not submitted the document by the declared date, their application will be rejected.
  - ※ A written statement of reason must include schedule of the payment designated by the host institution and an estimated date of submission by the applicant as well as the reason why the applicant cannot submit any invoice nor receipt.
  - ※ If applicants miss to submit these documents by the deadline, their application will be rejected and will not be considered in the screening.
- Due to the schedule of providing subsidy, regardless of the deadline set by the host institution, applicants must complete their payment of tuition fees by **Friday January 29th, 2021** and submit the proof documents to the International Student Office < [global\\_p@meiji.ac.jp](mailto:global_p@meiji.ac.jp) > (attach to email as PDF file).
  - ※ Tuition subsidy will not be provided if applicants have not completed the payment of tuition fees for the host institution (and submitted the required documents) by the deadline.

(B) If your study abroad program will last over the academic year (Double Degree, Dual Degree program etc.):

- Applicants need to apply for the subsidy each academic year if their program duration will be over one academic year,
  - ※ For the tuition and expenses for the program which starts from January 2021 or later, you need to apply for 2021 AY Meiji University Study Abroad Encouragement Subsidy.

## (2) Expenses Subsidy

Prepare the following ①～⑦ in order. (※1)

### 【Documents to submit】

- ① Check List for Meiji University Study Abroad Encouragement Subsidy Application Documents (Expenses Subsidy)
- ② Application form for Meiji University Study Abroad Encouragement Subsidy (Expenses Subsidy) (Designated Form)
- ③ Statement of purpose (Study Abroad Plan)
- ④ Scholastic Record ※**up to 2019 fall semester**  
**!!IMPORTANT!! It must be downloaded by August 19th, 2020 via Oh-o! Meiji**
- ⑤ Photocopy of acceptance letter issued by the host institution
- ⑥ Request Form for Bank Transfer (Designated Form)
- ⑦ Photocopy of bank account book (Both front covered page and the first page.)

※1 Refer to the details and notices on “Check List for Application Documents.”

## 9 Steps after Submission of the Application Documents

- The result will be sent by mail from the International Student Office to your guarantor registered (If your guarantor lives abroad, the result will be sent by Oh-o! Meiji System to the applicants) . Please note that the university will not answer any questions concerning their result of selection and its process.
- The schedule after submission of the application documents is planned as below. (Note that this schedule is subject to change.)

### 【Schedule】

|                         |                              |
|-------------------------|------------------------------|
| Screening               | Early-February, 2021         |
| Announcement of results | Late-March, 2021 (Tentative) |
| Time of payment         | Late-April, 2021 (Tentative) |

## 1 0 Obligation of Recipient

Recipients have the following obligations (1) ~ (3). **Recipients are required to return the subsidy if they do not complete the obligations.**

- (1) To give presentations at a study abroad information session and orientation hosted by the International Student Center, as well as contributing to school publications (e.g. brochures, magazines, and websites.) Participating one of study abroad promoting events is also required.
- (2) To properly report on the study abroad program to the university (Especially, report any changes including when of the duration the program is shortened after the application because the amount of subsidy will be changed accordingly).
- (3) To submit the designated documents as instructed below once the screening results are announced.

### [Documents to submit]

- ① Report of Program Activities (designated form for Meiji University Study Abroad Encouragement Subsidy)
- ② Copy of the transcript issued from the host institution

How to submit: Attach to email

Email: [global\\_p@meiji.ac.jp](mailto:global_p@meiji.ac.jp)

Deadline: Mid-April, 2021 (TBD) ※Details will be announced in the result notification.

※ Designated form of the “Report of Program Activities” can be downloaded from the URL below:  
<https://www.meiji.ac.jp/cip/financial/jyosei.html>

※ Submission of the above ①&② documents to the designated email address is obligatory for every recipient of this subsidy. Note that the submission of the same documents to International Student Office/School office as a participant of study abroad program does not suffice.

## 1 1 Personal Information Policy

Personal information gained from the application will only be used for screening, providing with subsidy and any administrative matter mentioned in Application Guidelines for 2020AY Meiji University Study Abroad Encouragement Subsidy.

## 1 2 Contact

### Meiji University International Student Office (Study Abroad) [Izumi Campus]

Office Hours: 9:00-11:30, 12:30-17:00

Email [global\\_p@meiji.ac.jp](mailto:global_p@meiji.ac.jp)

Phone: 03-5300-1542

- ※ Closed on Saturdays, Sundays and holidays (excluding the designated class day on holidays).
- ※ Note that the office hours change during Summer, Winter and Spring Breaks.
- ※ Make sure to identify yourself (school, year and name) when contacting via email/phone.

End