

# 2023AY Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy/Expenses Subsidy) Application Guidelines

2023/6/22

International Student Center

## 1. Contents

[Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy/Expenses Subsidy)]

- “Meiji University Study Abroad Encouragement Subsidy” is a subsidy to support students who participate in Meiji University’s study abroad programs based on University-wide/School level agreement (協定留学) or self-arranged study abroad program certified by the School or Graduate School of Meiji University (認定留学). The subsidy will be provided to students who are selected by internal screening and its recipients are not required to refund it. Those who wish to apply must read the application guidelines thoroughly and prepare the necessary documents and apply by the designated 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 “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. It depends on the number of applications of the year.
- ※ Participants of Double Degree Programs and Dual Bachelor’s Master’s Degree Programs of Meiji University (both University-wide and School level) should also apply to this “Meiji University Study Abroad Encouragement Subsidy”.

## 2. Eligibilities

### (1) Tuition Subsidy

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

- ① Those who have started or will start the study abroad by completing designated registration procedures at the host institution **between January 1, 2023 and December 31, 2023 (start date of classes, not the departure date).**
- ② Those who are certified as “協定留学” (University-wide/School level) or “認定留学” (self-arranged study abroad program certified by the School) by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ **Those who can submit both invoice and proof of payment of the tuition by the designated deadline.**
- ④ Students whose cumulative GPA at Meiji University up to academic year 2022 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]

- ※ “Meiji University Study Abroad Encouragement Subsidy (Tuition Subsidy)” is not a tuition waiver system.
- ※ Participants of Academic Internship Programs of the School of Global Japanese Studies are not eligible for “(1) Tuition Subsidy”. (They can only apply for “(2) Expenses Subsidy”).
- ※ Participants of the programs whose period is approximately one month are not eligible for this subsidy.
- ※ If the duration of the program is one academic year, you can only apply in the academic year of the semester in which you start your study abroad program.  
e.g.) In the case of studying abroad for one academic year: Fall Semester (September 2023 - December 2023) + Spring Semester (January 2024 - May 2024), you can apply only for 2023AY Meiji University Study Abroad Encouragement Subsidy as “one academic year” study abroad based on the class start date of Fall Semester in which study abroad program begins. (It is not acceptable to apply for 2024AY Meiji University Study Abroad Encouragement Subsidy for the Spring Semester 2024.)
- ※ If the duration of the program is 1.5 academic year or longer, student are required to apply to subsidy each academic year.
- ※ For Double Degree and Dual Bachelor’s Master’s Degree Programs whose end date is later than the participants’ graduation from Meiji University, **subsidy will not be provided for the period after participants’ graduation.**

## (2) Expenses Subsidy

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

- ① Those who have started or will start the study abroad by completing designated registration procedures at the host institution **between January 1, 2023 and December 31, 2023 (start date of classes, not the departure date).**
- ② Those who are certified as "協定留学" (University-wide/School level) or "認定留学" (self-arranged study abroad program certified by the School) by Faculty committee of the School, Graduate School or Professional School of Meiji University.
- ③ Students whose cumulative GPA at Meiji University up to academic year 2022 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】

- ※ Participants of the programs whose period is approximately one month are not eligible for this subsidy.
- ※ If the duration of the program is one academic year, you can only apply in the academic year of the semester in which you start your study abroad program.  
e.g.) In the case of studying abroad for one academic year: Fall Semester (September 2023 - December 2023) + Spring Semester (January 2024 - May 2024), you can apply only for 2023AY Meiji University Study Abroad Encouragement Subsidy as "one academic year" study abroad based on the class start date of Fall Semester in which study abroad program begins. (It is not acceptable to apply for 2024AY Meiji University Study Abroad Encouragement Subsidy for the Spring Semester 2024.)
- ※ If the duration of the program is 1.5 academic year or longer, student are required to apply to subsidy each academic year.
- ※ For Double Degree and Dual Bachelor's Master's Degree Programs whose end date is later than the participants' graduation from Meiji University, **subsidy will not be provided for the period after participants' graduation.**
- ※ Those who participate in online study abroad programs are NOT eligible for the Expenses Subsidy.

## 3. Screening Standards

- "(1) Tuition Subsidy" will be prioritized in the fund.
- If the amount of the application exceeds the budget of the year, "(1) Tuition Subsidy" will be prioritized and the applicants 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 according to the program type and academic records within the budget.

## 4. Amount of Subsidy

### (1) Tuition Subsidy

【Double Degree and Dual Bachelor's Master's Degree Programs based on University-wide/School level agreement】

With the upper limit of the amount of **Academic Fees (学費)** of Meiji University, the **amount of Tuition** of the host institution for the same period will be provided.

If the Tuition of the host institution is <b>higher</b> than the <b>Academic Fees (学費) of Meiji University</b>	Amount of the Academic Fees of Meiji University
If the Tuition of the host institution is <b>lower</b> than the <b>Academic Fees (学費) of Meiji University</b>	Amount of the Tuition of the host institution converted to JPY

【Other Programs】

With the upper limit of the amount of **Tuition Fee (授業料)** of Meiji University, the **amount of Tuition** of the host institution for the same period will be provided.

If the Tuition of the host institution is <b>higher</b> than the <b>Tuition Fee (授業料) of Meiji University</b>	Amount of the Tuition of Meiji University
If the Tuition of the host institution is <b>lower</b> than the <b>Tuition Fee (授業料) of Meiji University</b>	Amount of the Tuition of the host institution converted to JPY

**[Notice]**

- ※ Tuition and Fees of Meiji University: <https://www.meiji.ac.jp/suito/index.html>
- ※ Facility fee, Registration fee, Service fee etc. are not included in the Tuition of the host institution.
- ※ Meiji University will use to the latest official exchange rate designated by the Ministry of Finance Japan (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 converting the fees to JPY and any fraction less than 100 JPY shall be rounded off.
- ※ "(1) Tuition Subsidy" will be provided after the payment to host institution is confirmed.
- ※ Receiving multiple scholarships: For the recipient of other scholarship(s) which is not required to refund (e.g. JASSO), subsidy amount will be adjusted to the extent not in conflict with the regulation of each scholarship.
- ※ For the programs shorter than 1 semester: Tuition of the host institution and Tuition Fee of Meiji University for one semester will be compared.
- ※ 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

Selected applicants will receive 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 Procedures and Period

**Both of the followings** ①&② must be completed within the designated application period.

### ① **Online application** using Oh-o! Meiji questionnaire

**9:00 Monday, July 3 to 17:00 Wednesday, November 15, 2023**

Title of the questionnaire:

"2023年度明治大学外国留学奨励助成金申請フォーム/Meiji University Study Abroad Encouragement Subsidy"

\*Questionnaire can be viewed and submitted only during the application period.

### ② **Submission of application documents** to Oh-o! Meiji group page

**By 17:00 Monday, December 18, 2023**

Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji. (Instruction message will be sent within a few days after the completion of online application to November 17 at the latest.)

If you do not receive the instruction message sent via Oh-o! Meiji by November 17 (Fri.) after completing the online application, please contact the International Collaboration Office (global\_p@meiji.ac.jp) by November 20 (Mon.).

**[Notice]**

- ※ Any submission after the deadline will not be accepted. Make sure to **complete both of the above** within the designated period.
- ※ Online application and submission of the documents must be completed by the applicant him/herself.

## 6. Application Documents

- Upload the required documents to the designated Oh-o! Meiji group page once you receive the instruction message via Oh-o! Meiji after the completion of the online application.
- Note that required documents are different between "(1) Tuition Subsidy" and "(2) Expenses Subsidy".
- **Incomplete application/documents will be excluded from the screening.** It is applicant's own responsibility to check the documents thoroughly before submitting.
- Website for the designated forms: <https://www.meiji.ac.jp/cip/financial/jyosei.html>

### Required documents for Tuition Subsidy/Expenses Subsidy ①~④

- ① **Meiji University Study Abroad Encouragement Subsidy Application form (Designated Form)**
  - To be filled in electronically except for the signature.
  - **This form includes Study Abroad Statement of Purpose (600 words or more).**
  - Make a scanned copy (PDF) after filling out and signing the form.
- ② **Scholastic Record downloaded from Oh-o! Meiji up to Fall semester 2022**
  - Official Transcript issued by automatic certificate issuing machine is not accepted.
  - **It must be downloaded by around July 15, 2023 (before the grade for Spring semester 2023 are reflected)** from Oh-o! Meiji.  
\*Please check with your school office for the timing of grade reflection, as it differs for each school.
- ③ **Copy of the acceptance letter issued by the host institution (PDF)**
  - **NOT required for participants in a study abroad program based on University-wide level agreement.**  
Those who participate in other programs must submit the acceptance letter.
  - Period of the program must be clearly stated and highlighted, otherwise the document will be considered incomplete. (Copy of I-20 or DS2019 is accepted for those studying abroad in the US.)
  - If the document is in a language other than English or Japanese, translation by the applicant must be attached.
- ④ **Copy of the front cover and the first two pages of the bank account book**
  - Submit a copy of the front cover and the first two pages of the bank account book showing **the bank account information you filled in the online application.**
  - If there is no account book, submit a copy of the web screen showing account information.
  - **The account holder must be the applicant him/herself** and **only Japanese banks** are accepted.

### Additional documents required for Tuition Subsidy applicants ⑤・⑥

If you are unable to submit either of ⑤ or ⑥ or both by the deadline, consult with the International Collaboration Office (global\_p@meiji.ac.jp) via email before the deadline.

- ⑤ **Copy of the invoice from host institution with the tuition stipulated**
  - If the invoice is in a language other than English or Japanese, translation by the applicant must be attached.
  - The invoice must be addressed to the applicant (applicant's name must show in the invoice).
  - Highlight the tuition fee.  
(Facility fee, Registration fee, Service fee etc. are not included in the "tuition".)
  - If you are using a study abroad agency and the invoice does not show the details of each fee, make sure to ask the agent to issue the additional document with the exact amount of the tuition fee of the host institution only for the subsidy period. If the details are not provided, the application will be excluded from the Tuition Subsidy screening.
- ⑥ **Proof of the payment of the tuition (receipt, transfer statement, etc.)**
  - If the document is in a language other than English or Japanese, translation by the applicant must be attached.
  - If you are submitting the credit card statement as a proof, highlight the corresponding items on the list. (Irrelevant items can be blacked out.)
  - If the payer is not the applicant him/herself or the guarantor (emergency contact written on the application form), add an explanation of the relationship between the payer and the applicant in blank space.

## 7. Steps after the Application

- Screening result will be sent by postal mail from the International Collaboration Office to your registered guarantor (if the guarantor lives abroad, the result will be sent via Oh-o! Meiji to the applicant). Please note that the university will not answer any questions concerning the screening result and its process.
- Schedule after the application is planned as below. (Note that this schedule is subject to change.)

Announcement of results	Late-March, 2024 (Tentative)
Payment	Late-April, 2024 (Tentative)

## 8. Obligation of Recipient

Recipients have the following obligations (1) - (3).

**Recipients will be asked to return the subsidy if they fail to fulfill the obligations.**

- (1) Must cooperate with International Student Center by giving presentations at study abroad information sessions and orientations, contributing to university publications such as brochures and websites, participating in study abroad promotional events etc.
- (2) Must report on the study abroad program information accurately to the university. (Especially, any changes in duration of the program after the application must be reported in a timely manner as the amount of subsidy must be adjusted accordingly.)
- (3) Must submit the following two 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 academic transcript issued by the host institution**

\*If the document is in a language other than English or Japanese, translation by the applicant must be attached.

How to submit: Upload to Oh-o! Meiji group page

Deadline: Mid-April, 2024 (TBD) \*Details will be informed with the results.

※ 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 documents ①&② is obligatory for every recipient of this subsidy. Note that it is different to the documents required as a participant of study abroad program asked by International Collaboration Office/School office.

## 9. Cancellation of Subsidy Benefits

In any of the following cases, the subsidy will be cancelled or suspended, and the recipient will be required to return the subsidy.

- (1) Those who have been expelled or suspended from the host institution
- (2) Those whose admission to study abroad has been cancelled
- (3) Those who have shortened the originally planned period of study abroad
- (4) Those who took a leave of absence, withdrew from the host institution, or were expelled during the period of study abroad
- (5) Those who have been absent from the host institution for a long period of time during the period of study abroad.  
In principle, the subsidy will be cancelled, and the recipient will be required to return the subsidy if he/she has not earned any credits during the study abroad period
- (6) Those who have made false statements in the application documents, etc.
- (7) Those who have neglected their obligations as a recipient
- (8) Those who are deemed inappropriate as a recipient

## 10. Personal Information Policy

Personal information gained from the application will only be used for screening, payment and any administrative matter mentioned in this Application Guidelines.

## 11. Inquiries

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

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

Phone: 03-5300-1542

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

- \* 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.