

## Program Agreement (Student Exchange/ Study Abroad Program)

Dear Dean of School and Science and Technology;

I hereby certify that I fully understand and agree to the terms and conditions indicated below as an applicant and participant of the Meiji University Student Exchange/ Study Abroad Program. I also agree not to lodge any formal objection or protest in case I lose right to participate in the program or receive support from Meiji University by failing to comply with these terms and conditions.

■ **Conditions for applying the student exchange program:**

1. **You are not allowed to withdraw from the program once you are selected as a nominee.**
2. You must fully understand and be aware of the cost needed to participate in a Student Exchange/ Study Abroad Program. You must secure permission and agreement from your parents, guarantor or any financial supporter to prepare sufficient financial resources as part of the application process. Necessary payments (such as: tuition for Meiji University, tuition for host institution (for Study Abroad Programs), travel insurance, mandatory health insurance provided by the host institution, deposit needed for accommodation, and other fees needed for admission) should be paid by the designated date.
3. Nominees for Student Exchange/ Study Abroad Programs will be selected according to internal screening (screening of application documents and an interview).
4. It may be determined to postpone or cancel the program according to the safety condition of the host country or region and that Meiji University may require the student to return to Japan at the earliest possible opportunity.
5. Being nominated by Meiji University means you are now eligible to apply to the host institution. It does not certify the admission of the host institution. The host university has the right to reject the application and that the rejection may rest on the conditions and circumstance of the host university.
6. Information regarding your personal data will be shared with the partner institution, insurance company, crisis management services, and for administration and safety purposes.

■ **Conditions after being selected as a nominee**

7. Necessary procedures, (such as: preparation for application documents, housing application, passport and visa, travel insurance, class registration) will be held fully by your responsibility by the designated date. Meiji University is not responsible for any failures caused by exceeding deadlines and inadequate application materials. Students not being able to follow necessary procedures and deadlines may be withdrawn from the program.
8. You are responsible for any necessary procedures at Meiji University after receiving the acceptance letter (procedures specified by your faculty/department, tuition payment, scholarship, etc.). International Student Office, Meiji University is not responsible for any failures and penalties caused by incomplete procedures or exceeding deadlines.
9. Travel insurance and registration for crisis management service designated by Meiji University should be purchased before travelling to the host country due to the university's crisis management policies. If the host university requires to purchase a separate insurance plan in addition to the one designated by Meiji University, you must enroll to both of the insurances.

■ **Conditions during studying abroad**

10. You must comply with the laws and regulations of your host country and host university while participating in the Study Abroad Program/ Student Exchange Program. Moreover, you must understand and act responsibly as a representative of Meiji University. You should also follow the guidance of faculty members and advisors at the Host University as well as Meiji University while you are studying abroad.
11. Meiji University will not be responsible for any loss and/or damage caused by disaster, riot, terrorism, infectious diseases, and unforeseen accidents and crimes.
12. You must be responsible for compensation of any inadvertent damages caused to other property and/or people.
13. You must stay at the accommodation if designated by the host university. If not, you must be responsible to acquire a place to stay during the program and report your contact information to the International Student Office.
14. As a representative of Meiji University, you must register classes and fulfill the studies at the host university with your own responsibility. If there are issues regarding your grades, attitudes, or participation at the host university, Meiji University may take measures to return you to Japan.
15. If there are issues regarding the host country/area's safety, you must comply with the decision (to return to Japan) made by Meiji University.
16. You must stay in contact with the International Student Office, Meiji University and submit any necessary information/reports during your study abroad.

■ **Conditions after returning to Meiji University**

17. You must report your homecoming to your faculty/department and follow procedures as needed. You also must hand in a study abroad report to the International Student Office in a designated format after completion of the program.
18. Personal information may be used to contact for cooperation at study abroad fairs and/or contributions to university publications.

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 ■ **Applicant Information (To be filled in by the applicant)**

Applicants Name: \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Student no: \_\_\_\_\_

■ **The guarantor agrees that the student will apply for Meiji University Student Exchange Program/ Study Abroad Program and shall assure that the student will comply fully with the conditions written on this program agreement.**

(To be filled in by the guarantor)

Name of guarantor: \_\_\_\_\_ (Relationship to the applicant: \_\_\_\_\_)

Signature: \_\_\_\_\_ (Signed date (YYYY/MM/DD) \_\_\_\_\_)

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Department: \_\_\_\_\_ Student no: \_\_\_\_\_

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(To be filled in by the guarantor)

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Signature: \_\_\_\_\_ (Signed date (YYYY/MM/DD) \_\_\_\_\_)