

# 2019 Academic Year Exchange Student Application Guidelines



## 1. Inquiries about the Exchange Student Program

Exchange student program website	<a href="http://www.meiji.ac.jp/cip/english/prospective/exchange.html">http://www.meiji.ac.jp/cip/english/prospective/exchange.html</a>
For Inquiry	Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan Meiji University, International Student Office E-mail: <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a> TEL: 03-3296-4488 FAX: 03-3296-4360

## 2. Information for incoming exchange students

Please refer to the [Fact Sheet](#) for the following information.

1. Features of the Meiji University exchange student program
2. Campus Information
3. Housing for Exchange Students
4. Academic Calendar
5. Scholarship
6. Classes and Japanese-language classes
7. Exams, grades and Academic Transcripts
8. Living Expenses
9. Curriculum, List of faculty members, Syllabus

## 3. Application Period / Acceptance Decision Period

<Schedule / How to apply>

<b>Step 1.</b>  Send the nominee's information to <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a>	<b>&lt;April 2019 admission&gt;</b>
	August 21 to September 27, 2018
	<b>&lt;September 2019 admission&gt;</b>
	January 15 to February 21, 2019

**Step 1.** If there are any nominees from your university, please send the following information to [exchange@meiji.ac.jp](mailto:exchange@meiji.ac.jp).

- (1) Nominee's name in English
- (2) Proposed Undergraduate/Graduate School at Meiji
- (3) Proposed Study Period at Meiji
- (4) Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.



<b>Step 2.</b>  Online application	<b>&lt;April 2019 admission&gt;</b>
	August 21 to September 27, 2018
	<b>&lt;September 2019 admission&gt;</b>
	January 15 to February 21, 2019

**Step 2.** Applicants must apply online from the following website.

<http://www.meiji.ac.jp/cip/exchange/>

After applying, a reply will be automatically sent to student and Exchange Student Program Coordinator. If you do not receive a reply, please contact [exchange@meiji.ac.jp](mailto:exchange@meiji.ac.jp).



<p align="center"><b>Step 3.</b></p> <p align="center"><b>Meiji University Japanese Language Online Test</b></p> <p><b>&lt;Who should take the test?&gt;</b></p> <p><b>Only applicants</b> who cannot submit a Japanese Language Proficiency Test (JLPT) Certificate</p>	<b>&lt;April 2019 admission&gt;</b>
	August 21 to October 4, 2018
	<b>&lt;September 2019 admission&gt;</b>
	January 15 to February 28, 2019

**Step 3. <Who should take the test?>**

Only applicants who cannot submit a Japanese Language Proficiency Test Certificate (for those who have passed a level other than N1, a confirmation form showing that they took and passed level N4 or higher on a test taken in either the 2017 or 2018 academic year)

**<How to take the test>**

Meiji University will send the information about the test to Exchange Student Program Coordinator.

**\*\*Note\*\***

Applicants who can submit a Japanese Language Proficiency Test Certificate and who apply for undergraduate and graduate schools which offer classes in English are NOT required to take the test.



<p align="center"><b>Step 4.</b></p> <p><b>Send the application materials by courier to Meiji University, International Student Office</b></p>	<b>&lt;April 2019 admission&gt;</b>
	August 21 to October 11, 2018
	<b>&lt;September 2019 admission&gt;</b>
	January 15 to March 7, 2019

**Step 4. To complete the application, Exchange Student Program Coordinator is required to send the application materials (refer to page.5 and 9) by courier to the International Student Office no later than the application period.**



<p align="center"><b>Step 5.</b></p> <p><b>Send the Certificate of Eligibility as an Excel document to <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a></b></p>	<b>&lt;April 2019 admission&gt;</b>
	August 21 to October 11, 2018
	<b>&lt;September 2019 admission&gt;</b>
	January 15 to March 7, 2019

**Step 5. Please send the Certificate of Eligibility as an Excel document to [exchange@meiji.ac.jp](mailto:exchange@meiji.ac.jp) .Printed material is NOT required to submit.**



<p align="center"><b>Acceptance decision</b></p> <p>Acceptance decision notification and pre-arrival materials, visa documents and acceptance letter will be sent to Exchange Student Program Coordinator.</p>	<b>&lt;April 2019 admission&gt;</b>
	January to February 2019
	<b>&lt;September 2019 admission&gt;</b>
	June 2019



<p align="center"><b>Arrival and Exchange Student Housing Move-in dates</b></p>	<b>&lt;April 2019 admission&gt;</b>
	Week of March 17, 2019 (tentative)
	<b>&lt;September 2019 admission&gt;</b>
	Week of September 1, 2019 (tentative)

#### 4-1. Undergraduate and Graduate Schools which Offer Classes in Japanese

##### (1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the conditions below. Applicants who cannot submit a Japanese Language Proficiency Test Certificate must have taken the Meiji University Japanese Language Online Test and been accepted by Meiji University as having Japanese-language skills equivalent level or higher. Those who have passed a level other than N1 must have done so on a test taken in either the 2017 or 2018 academic year.

<b>Undergraduate School</b>	<b>Japanese Language Proficiency Test</b> (Those who have passed a level other than N1 must have done so on a test taken in either the 2017 or 2018 academic year.)
School of Law	Level N4 or higher
School of Commerce	Level N4 or higher
School of Political Science and Economics	Level N4 or higher
School of Arts and Letters Japanese Literature	Level N2 or higher
School of Arts and Letters British and American Literature, Drama and Theatre Arts, Literary Arts and Media, Japanese History, Western History, Archaeology, Clinical Psychology, Contemporary Sociology	Level N3 or higher
School of Arts and Letters German Literature, French Literature, Asian History, Geography	Level N4 or higher
School of Science and Technology	Level N4 or higher
School of Agriculture	Level N4 or higher
School of Business Administration	Level N4 or higher
School of Information and Communication	Level N4 or higher
School of Global Japanese Studies (other than those applying to the English track)	Level N2 or higher
School of Interdisciplinary Mathematical Sciences	Level N4 or higher

<p style="text-align: center;"><b>Graduate School</b></p>	<p style="text-align: center;"><b>Japanese Language Proficiency Test</b> (Those who have passed a level other than N1 must have done so on a test taken in either the 2017 or 2018 academic year.)</p>
Graduate School of Law	Level N4 or higher
Graduate School of Commerce	Level N3 or higher
Graduate School of Political Science and Economics	Level N4 or higher
Graduate School of Business Administration	Level N4 or higher
Graduate School of Arts and Letters Japanese Literature	Level N2 or higher
Graduate School of Arts and Letters English Literature, Drama and Theatre Arts, Literary Arts and Media, History (Japanese, European, Archaeology), Clinical Psycho-Social Sciences (Clinical Psychology, Sociological Course)	Level N3 or higher
Graduate School of Arts and Letters German Literature, French Literature, History(Asian), Geography	Level N4 or higher
Graduate School of Science and Technology (other than those applying to the International Program in Architecture and Urban Design)	Level N4 or higher
Graduate School of Agriculture	Level N4 or higher
Graduate School of Information and Communication	Level N2 or higher
Graduate School of Humanities	Level N2 or higher
Graduate School of Advanced Mathematical Sciences	Level N4 or higher
Graduate School of Global Japanese Studies Japanese linguistics and Japanese language education	N1
Graduate School of Global Japanese Studies English language education	Level N4 or higher
Graduate School of Global Japanese Studies Pop Culture, Media, Social System and Internationalization, Interculturalism and Intercultural Education, Culture and Thought	Level N2 or higher  Please note that Level N1 may be required in Culture and Thought program depending on supervisors.
Graduate School of Global Business	N1

(2) Application Documents Meiji's standard form can be downloaded at <http://www.meiji.ac.jp/cip/english/prospective/exchange.html>

How to submit	Documents to be submitted	Deadlines
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>Submit the online application</b></p> <p><a href="http://www.meiji.ac.jp/cip/exchange/">http://www.meiji.ac.jp/cip/exchange/</a></p> </div>	(1) Application Information Form ( <b>Must be in Japanese</b> )	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>April 2019 admission</b></p> <p>Sep 27, 2018</p> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>September 2019 admission</b></p> <p>Feb 21, 2019</p> </div>
	(2) Copy of your Japanese Language Proficiency Test (PDF) * Copy of your Japanese Language Proficiency Test MUST be prepared to upload the online application. Those who have passed a level other than N1 must have done so on a test taken in either the 2017 or 2018 academic year. Applicants who cannot submit this document must take the Japanese Language Online Test. See p.2 for more information about this test.	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>Send the materials by courier to the International Student Office of Meiji University</b></p> <p>【Address】</p> <p>Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p> </div>	(3) Signature of Applicant and the Exchange Student Program Coordinator ( <b>use Meiji's standard form</b> )	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>April 2019 admission</b></p> <p>Oct 11, 2018</p> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>September 2019 admission</b></p> <p>March 7, 2019</p> </div>
	(4) Housing Request ( <b>use Meiji's standard form</b> )	
	(5) Certificate of Health ( <b>use Meiji's standard form</b> )	
	(6) Official Academic transcript <b>Official Transcript (with seal of your university on it)</b> It has to be written in English or Japanese.	
	(7) Letter of recommendation	
	(8) Copy of your passport (page of your photo)	
	(9) Six(6) ID photos (3 cm x 4 cm)	
	(10) Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. <b>It has to be written in English or Japanese. (Must submit either of the following)</b> ① A bank balance certificate or copy of the applicant's account bankbook ② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment ③ An income certificate of the person responsible for payment ④ Certificate of scholarship funds received. ( <b>Disbursement period must correspond to duration of study abroad at Meiji.</b> )	
	(11) Study Plan for <b>undergraduate</b> school ( <b>use Meiji's standard form</b> ) Research Plan for <b>graduate</b> school ( <b>use Meiji's standard form</b> ) <b>(Must be in Japanese)</b> , 1,000-2,000 Japanese characters	
	(12) <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"><b>Only for applicants to the School of Global Japanese Studies, non-English Track</b></div> Study Plan for <u>the second-choice school</u> ( <b>use Meiji's standard form</b> ) <b>(Must be in Japanese)</b> , 1,000-2,000 Japanese characters	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>Send to <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a> as an Excel document</b></p> </div>	

**(3) School of Global Japanese Studies Number of Students Admitted**

If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.

**(4) Duration of exchange program**

**Duration must be decided before applying to the program, and it cannot be changed after the online application.**

**(5) Choice of Supervisor**

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned the supervisor which you chose in the online application.

Supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

Academic advisor provides assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
<b>A</b> <b>Required to choose the preferred supervisors</b>	Undergraduate schools	School of Commerce School of Science and Technology School of Agriculture
	Graduate schools	Graduate School of Law Graduate School of Commerce Graduate School of Political Science and Economics Graduate School of Business Administration Graduate School of Arts and Letter Graduate School of Science and Technology Graduate School of Agriculture Graduate School of Information and Communication Graduate School of Humanities Graduate School of Advanced Mathematical Sciences Graduate School of Global Japanese Studies Graduate School of Global Business
<b>B</b> <b>NOT required to choose the preferred supervisors</b>	Undergraduate schools	School of Law School of Political Science and Economics School of Arts and Letter School of Business Administration School of Information and Communication School of Global Japanese Studies School of Interdisciplinary Mathematical Sciences

**(6) Notes**

**If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office as soon as possible. Meiji University will consider if assistance is available.**

## 4-2. Undergraduate and Graduate Schools which Offer Classes in English

### (1) Application Requirements

- ① Be a student at one of Meiji University's partner institutions.
- ② Must fulfill the following conditions:
  - (a) Must have taken one of the following tests since September 2016 and be able to submit a valid official score. Must meet any other application requirements that may exist.
  - (b) Applicants who underwent standard high school education or are undergoing standard university education conducted in English are not required to submit an official score from one of the tests listed below.

Undergraduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	CEFR
School of Political Science and Economics (only taking classes conducted in English)	61 or higher	600 or higher	5.0 or higher	/	500 or higher	/
School of Business Administration (only taking classes conducted in English)	71 or higher	710 or higher	5.5 or higher	FCE or higher	/	/
School of Global Japanese Studies (English Track) If an applicant has any issues and questions about the submission of English language proficiency documents, please inquire the International Student Office before the application period.	80 or higher	/	6.0 or higher	Overall Score 169 or higher	/	B2 or higher
Graduate School	TOEFL® iBT	TOEIC®	IELTS (Academic)	Cambridge ESOL	TOEFL® PBT	Other Application Requirements
Graduate School of Governance Studies (English Track)	76 or higher	710 or higher	5.5 or higher	FCE or higher	/	Refer to #1 (page 8)
Graduate School of Science and Technology, International Program in Architecture and Urban Design	76 or higher	710 or higher	5.5 or higher	FCE or higher	/	Refer to #2 (page 8)
Graduate School of Global Business	76 or higher	/	5.5 or higher	/	/	Refer to #3 (page 8)
Graduate School of Global Governance	79 or higher	/	6.0 or higher	/	/	/

### **#1 Graduate School of Governance Studies (English Track)**

Must have a bachelor's degree related to public policy, and also must either have practical experience related to public policy or have already taken basic courses in public administration, political science, and economics.

### **#2 Graduate School of Science and Technology, International Program in Architecture and Urban Design**

Must have a bachelor's degree related to architecture and must currently be enrolled in a program related to architecture.

### **#3 Graduate School of Global Business**

If you have taken GMAT, please submit an official score as a reference. (Optional)

Must understand that the classes offered in English are limited to the followings. Classes are held from 6:55 pm to 10:00 pm on weekdays and from 9:00am on Saturday.

Business Case Study

English communication in Global Business settings

Introduction to Finance

Global Business Studies

Business Communication

Marketing Innovation

Global Consumer's Value and Lifestyles

Multicultural Team Management

Wisdom Leadership

Wisdom Leadership (Seminar)

Accounting of Non Profit Organization (Seminar)

Business Tax

Global Marketing



How to submit	Documents to be submitted		Deadlines
<p style="text-align: center;"><b>Submit the online application</b></p> <p><a href="http://www.meiji.ac.jp/cip/exchange/">http://www.meiji.ac.jp/cip/exchange/</a></p>	(1)	Application Information Form ( <b>Must be in English</b> )	<p style="text-align: center;"><b>April 2019 admission</b></p> <p style="text-align: center;">Sep 27, 2018</p>
	(2)	<p>Valid official scores from one of the tests at Page.7 taken since September 2016 (PDF)</p> <p><b>* Copy of your official scores MUST be prepared to upload the online application. However, applicants who underwent standard high school education or are undergoing standard university education conducted in English are not required to submit it.</b></p>	
<p style="text-align: center;"><b>Send the materials by courier to the International Student Office of Meiji University</b></p> <p><b>【Address】</b> Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan International Student Office, Meiji University</p>	(3)	Signature of Applicant and the Exchange Student Program Coordinator ( <b>use Meiji's standard form</b> )	<p style="text-align: center;"><b>April 2019 admission</b></p> <p style="text-align: center;">Oct 11, 2018</p> <p style="text-align: center;"><b>September 2019 admission</b></p> <p style="text-align: center;">March 7, 2019</p>
	(4)	Housing Request ( <b>use Meiji's standard form</b> )	
	(5)	Certificate of Health ( <b>use Meiji's standard form</b> )	
	(6)	<p>Academic transcript</p> <p><b>Official Transcript (with seal of your university on it)</b> It has to be written in English or Japanese.</p>	
	(7)	Letter of recommendation	
	(8)	Copy of your passport (page of your photo)	
	(9)	Six(6) ID photos (3 cm x 4 cm)	
	(10)	<p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. <b>It has to be written in English or Japanese.</b> (Must submit either of the following)</p> <p>① A bank balance certificate or copy of the applicant's account bankbook ② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment ③ An income certificate of the person responsible for payment ④ Certificate of scholarship funds received (<b>Disbursement period must correspond to duration of study abroad at Meiji.</b>)</p>	
	(11)	<p>Study Plan for <b>undergraduate</b> school (<b>use Meiji's standard form</b>)</p> <p>Research Plan for <b>graduate</b> school (<b>use Meiji's standard form</b>)</p> <p>School of Political Science and Economics (only taking classes conducted in English), School of Business Administration (only taking classes conducted in English), School of Global Japanese Studies (English track): 400-800 words</p> <p>Graduate Schools: 1,000 words or more</p>	
	(12)	<p><b>Only for applicants to Graduate School of Science and Technology, Architecture Course, International Program in Architecture and Urban Design</b></p> <p>Portfolio</p> <p>Save and submit as a PDF file on a CD-ROM. Any number of pages, either vertical or horizontal text is allowed. When including group projects, specify the purpose and the areas for which you were responsible. Once submitted, the CD-ROM will not be returned to you.</p>	
	<p style="text-align: center;"><b>Send to <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a> as an Excel document</b></p>	(13)	
		<p><b>Please send the Certificate of Eligibility as an Excel document to <a href="mailto:exchange@meiji.ac.jp">exchange@meiji.ac.jp</a></b> (This is NOT required to send by courier.)</p>	

**(3) Number of Students Admitted**

School of Global Japanese Studies (English track)	If there are a particularly large number of applicants, there may be a limit placed on the number of students admitted. Universities that have two or more students applying to the School of Global Japanese Studies should assign an order of priority to their applicants.
Graduate School of Governance Studies (English Track)	Annual enrollment capacity is 10 students. If 10 students are admitted in April 2019 and they all want to study in Japan for a full year, no additional students will be accepted to this program for enrollment in September 2019.
Graduate School of Science and Technology, International Program in Architecture and Urban Design	Annual enrollment capacity is 28 students per year. If the enrollment capacity for a particular year has already been reached, exchange students will not be accepted to this program for the 2019 academic year.

**(4) Duration of exchange program**

**Duration must be decided before applying to the program, and it cannot be changed after the online application.**

**(5) Choice of Supervisor**

1. Applicants to the schools listed below in A are required to choose 3 preferred supervisors in the online application. Please note you are not necessarily assigned the supervisor which you chose in the online application.

Supervisor is decided by your undergraduate/graduate school according to the interview held at Meiji University.

2. Applicants to the schools listed below in B are NOT required to choose the preferred supervisors in the online application.

Academic advisor provides assistance in creating study plans after arrival.

	Undergraduate/Graduate school	
<b>A</b> <b>Required to choose the preferred supervisors</b>	Graduate schools	Graduate School of Governance Studies (English Track) Graduate School of Science and Technology, International Program in Architecture and Urban Design Graduate School of Global Business Graduate School of Global Governance
<b>B</b> <b>NOT required to choose the preferred supervisors</b>	Undergraduate schools	School of Political Science and Economics (only taking classes conducted in English) School of Business Administration (only taking classes conducted in English) School of Global Japanese Studies (English Track)

**(6) Notes**

**If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office as soon as possible. Meiji University will consider if assistance is available.**