

1. Inquiries about the Exchange Student Program

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| Exchange student program website | https://www.meiji.ac.jp/cip/english/prospective/exchange.html |
| For Inquiry | Global Front 2F, 1-1 Kanda-Surugadai, Chiyoda-ku, Tokyo, 101-8301, Japan Meiji University, International Student Office E-mail: exchange@meiji.ac.jp 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>

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| Step 1. Send the nominee's information to exchange@meiji.ac.jp | <April 2020 admission> |
| | August 20 to September 26, 2019 |
| | <September 2020 admission> |
| | January 14 to February 20, 2020 |

Step 1. If there are any nominees from your university, please send the following information to 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.



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| Step 2. Online application | <April 2020 admission> |
| | August 20 to September 26, 2019 |
| | <September 2020 admission> |
| | January 14 to February 20, 2020 |

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

<https://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.



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| <p align="center">Step 3.</p> <p align="center">Meiji University Japanese Language Online Test</p> <p><Who should take the test?></p> <p>Only applicants who cannot submit a Japanese Language Proficiency Test (JLPT) Certificate</p> | <April 2020 admission> |
| | August 20 to October 3, 2019 |
| | <September 2020 admission> |
| | January 14 to February 27, 2020 |

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 2018 or 2019 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.



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| <p align="center">Step 4.</p> <p>Send the application materials by courier to Meiji University, International Student Office</p> | <April 2020 admission> |
| | August 20 to October 10, 2019 |
| | <September 2020 admission> |
| | January 14 to March 5, 2020 |

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.



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| <p align="center">Step 5.</p> <p>Submit the Certificate of Eligibility as an <u>Excel document</u> <u>online</u></p> | <April 2020 admission> |
| | August 20 to October 10, 2019 |
| | <September 2020 admission> |
| | January 14 to March 5, 2020 |

Step 5. Applicants submit the Certificate of Eligibility as an **Excel document online. Printed material is NOT required to submit.**

Online submission form: <http://www.meiji.ac.jp/cip/coe-application/>



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| <p align="center">Acceptance decision</p> <p>Acceptance decision notification and pre-arrival materials, visa documents and acceptance letter will be sent to Exchange Student Program Coordinator.</p> | <April 2020 admission> |
| | January to February 2020 |
| | <September 2020 admission> |
| | June 2020 |



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| <p align="center">Arrival and Exchange Student Housing Move-in dates</p> | <April 2020 admission> |
| | Week of March 15, 2020 (tentative) |
| | <September 2020 admission> |
| | Week of September 1, 2020 (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 2018 or 2019 academic year.

| Undergraduate School | Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2018 or 2019 academic year.) |
|---|--|
| School of Law | Level N4 or higher |
| School of Commerce | Level N3 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 N3 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;">Graduate School</p> | <p style="text-align: center;">Japanese Language Proficiency Test (Those who have passed a level other than N1 must have done so on a test taken in either the 2018 or 2019 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 N3 or higher |
| Graduate School of Arts and Letters Japanese Literature, Literary Arts and Media | Level N2 or higher |
| Graduate School of Arts and Letters English Literature, Drama and Theatre Arts, 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 https://www.meiji.ac.jp/cip/english/prospective/exchange.html](https://www.meiji.ac.jp/cip/english/prospective/exchange.html)

| How to submit | Documents to be submitted | | Deadlines |
|--|--|--|--|
| <p style="text-align: center;">Submit the online application</p> <p>https://www.meiji.ac.jp/cip/exchange/</p> | (1) | Application Information Form (Must be in Japanese) | <p style="text-align: center;">April 2020 admission Sep 26, 2019</p> <p style="text-align: center;">September 2020 admission Feb 20, 2020</p> |
| | (2) | <p>Copy of your Japanese Language Proficiency Test (PDF)</p> <p>* Copy of your Japanese Language Proficiency Test MUST be prepared to upload the online application.</p> <p>Those who have passed a level other than N1 must have done so on a test taken in either the 2018 or 2019 academic year. Applicants who cannot submit this document must take the Japanese Language Online Test. See p.2 for more information about this test.</p> | |
| <p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 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 (use Meiji's standard form) | <p style="text-align: center;">April 2020 admission Oct 10, 2019</p> <p style="text-align: center;">September 2020 admission March 5, 2020</p> |
| | (4) | Housing Request (use Meiji's standard form) | |
| | (5) | Certificate of Health (use Meiji's standard form) | |
| | (6) | <p>Official Academic transcript</p> <p>Official Transcript (with seal of your university on it) 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) Must be taken within 3 months. | |
| | (10) | <p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (Must submit either of the following)</p> <p>① A bank balance certificate or copy of the applicant's account bankbook</p> <p>② A bank balance certificate or copy of the bankbook for the bank account of the person responsible for payment</p> <p>③ An income certificate of the person responsible for payment</p> <p>④ Certificate of scholarship funds received. (Disbursement period must correspond to duration of study abroad at Meiji.)</p> | |
| | (11) | <p>Study Plan for undergraduate school (use Meiji's standard form)</p> <p>Research Plan for graduate school (use Meiji's standard form) (Must be in Japanese), 1,000-2,000 Japanese characters</p> | |
| | (12) | <p>Only for applicants to the School of Global Japanese Studies, non-English Track</p> <p>Study Plan for <u>the second-choice school</u> (use Meiji's standard form) (Must be in Japanese), 1,000-2,000 Japanese characters</p> | |
| | <p style="text-align: center;">Submit an Excel document online</p> <p>http://www.meiji.ac.jp/cip/coe-application/</p> | (13) | |
| (13) | | Applicants submit the Certificate of Eligibility as an Excel document online. (This is NOT required to send by courier.) | |

(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 | |
|---|-------------------------------|--|
| A Required to choose the preferred supervisors | 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 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 NOT required to choose the preferred supervisors | 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 |
| | Graduate school | Graduate School of Business Administration |

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office before your application. Meiji University will consider if assistance is available. We may request additional documents if it is needed for our consideration. Any inquiry/request about special assistance after your application, or we could not receive necessary documents on time, we will not be able to give special assistance.

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 2017 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 entirely 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) | 71 or higher | 710 or higher | 5.5 or higher | FCE or higher | 550 or higher | |
| School of Business Administration (only taking classes conducted in English) | 72 or higher | 820 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 Business Administration | 71 or higher | 710 or higher | 5.5 or higher | FCE or higher | | |
| 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)

We offer approx. 35 classes conducted in English and the detail of classes to be referred Fact Sheet.(page 36)

| How to submit | Documents to be submitted | | Deadlines |
|---|--|---|--|
| <p style="text-align: center;">Submit the online application</p> <p>https://www.meiji.ac.jp/cip/exchange/</p> | (1) | Application Information Form (Must be in English) | <p style="text-align: center;">April 2020 admission</p> <p style="text-align: center;">Sep 26, 2019</p> |
| | (2) | <p>Valid official scores from one of the tests at Page.7 taken since September 2017 (PDF)</p> <p>* 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.</p> | |
| <p style="text-align: center;">Send the materials by courier to the International Student Office of Meiji University</p> <p>【Address】 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 (use Meiji's standard form) | <p style="text-align: center;">April 2020 admission</p> <p style="text-align: center;">Oct 10, 2019</p> <p style="text-align: center;">September 2020 admission</p> <p style="text-align: center;">March 5, 2020</p> |
| | (4) | Housing Request (use Meiji's standard form) | |
| | (5) | Certificate of Health (use Meiji's standard form) | |
| | (6) | Academic transcript Official Transcript (with seal of your university on it) 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) Must be taken within 3 months. | |
| | (10) | <p>Documentation which shows the proof that the payment amount indicated on the Application for Certificate of Eligibility. It has to be written in English or Japanese. (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 (Disbursement period must correspond to duration of study abroad at Meiji.)</p> | |
| | (11) | <p>Study Plan for undergraduate school (use Meiji's standard form) Research Plan for graduate school (use Meiji's standard form)</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>Only for applicants to Graduate School of Science and Technology, Architecture Course, International Program in Architecture and Urban Design</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;">Submit an Excel document online</p> <p>http://www.meiji.ac.jp/cip/coe-application/</p> | (13) | |
| | | Applicants submit the Certificate of Eligibility as an Excel document online. (This is NOT required to send by courier.) | |

(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 2020 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 2020. |
| 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 2020 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 | |
|---|-------------------------------|---|
| A Required to choose the preferred supervisors | 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 NOT required to choose the preferred supervisors | Undergraduate schools | School of Political Science and Economics (only taking classes conducted in English) |
| | | School of Business Administration (only taking classes conducted in English) |
| | Graduate school | School of Global Japanese Studies (English Track) Graduate School of Business Administration |

(6) Notes

If an applicant requires special assistance when studying at Meiji University, please inquire the International Student Office before your application. Meiji University will consider if assistance is available. We may request additional documents if it is needed for our consideration. Any inquiry/request about special assistance after your application, or we could not receive necessary documents on time, we will not be able to give special assistance.