

1. Deposit of Application Fee

Those who submit an application for admissions must pay an application fee. The payment should be made prior to submitting the application form. Application forms sent by applicants who have not paid the fee will not be accepted.

◆ Application Fee

(unit = yen)

Residence of applicant at time of application	Nationality of applicant	Application fee	notes
Overseas	Non-Japanese	22,500	Includes 2,500 currency exchange handling fee
	Japanese citizen (include dual citizenship)	37,500	Includes 2,500 currency exchange handling fee
Japan	Regardless of nationality	35,000	Applicant pays bank transfer fee

◆ Methods of submitting application fee payment

(1) Payment from overseas

If payment is made from outside Japan, please arrange payment by bank transfer using the information given below. After payment is complete, attach a photocopy of the receipt for the payment issued by the bank to the Application form you submit.

Method of remittance	Telegraphic Transfer	
Payment method	Advice and Pay	
Currency exchange handling charges	These handling charges are included in the application fee. (If your local bank charges for the bank transfer, please pay that separately from the amount stipulated above.)	
Purpose of payment	Application fee*	
Recipient Bank	Name of bank	Mizuho Bank, Ltd.
	Bank branch name	Gotanda Branch
	Account number	1085590
	Name of account holder	MEIJIGAKUIN
	Address of bank	1-27-2 Nishi-Gotanda, Shinagawa-ku Tokyo 141-0031, Japan
	Swift Code	MHCBJPJT

*Note: For “purpose of payment,” give “application fee” and under “Message to payee,” please write the applicant’s name.

*If the initially paid amount is insufficient, you are required to remit the balance plus a 2500-yen currency exchange handling fee. The university will not accept requests for special consideration if you are not able to submit your full application fee by the deadline.

(2) Payment in Japan

Applicants residing in Japan and representatives in Japan of Japanese-citizen applicants who are residing overseas at the time of application may pay the application fee from their nearest bank.

* Note: Persons making payment on behalf of the applicant should be sure to include information giving the name of the applicant.

◆ Reimbursement of Application Fee Payments

Application fees will not be returned.

However, if any of the following three conditions applies, the payment may be returned by following the procedure detailed below (*).

(1) The application fee was paid through a bank or other financial agent but an application form was not submitted.

(2) The application fee was paid and the application form submitted, but the application was not accepted.

(3) The application fee was paid and the application form submitted, but payment was mistakenly in excess of the amount required.

(*) Procedure for reimbursement of fees paid

Contact the Meiji Gakuin Admissions Center no later than March 17, 2017. A Fee Return Request Form will be sent to you, which will indicate details of the procedure.

Contact the Meiji Gakuin University, The Admissions Center: mginfo@mguad.meijigakuin.ac.jp

(**) Method of reimbursement

The fee will be returned as an overseas wire transfer in Japanese yen. The handling charges will be subtracted from the amount. If the amount to be reimbursed is less than the handling charges, reimbursement will not be made. Thank you for your understanding.

2. How to Apply

Applications are accepted only by postal mail following the procedure outlined below. Applications that are incomplete, received by other methods, or received after the final application period date will not be accepted.

◆ When applying in Japan

Please submit application documents by simple-registered, express mail (*kan'i-kakitome sokutatsu*) through the post office. Make sure they have arrived by the deadline for applications. Applications received after the final application period date will not be accepted.

◆ When applying from outside Japan

Please submit application documents by EMS or registered airmail. Make sure they have arrived by the deadline for applications. Applications received after the final application period date will not be accepted.

The Admissions Center, Meiji Gakuin University
1-2-37 Shirokanedai, Minato-ku, Tokyo 108-8636

Note: Please write *in red* on the envelope: GTS: Application Documents (Transfer Student Admissions)

On the same day you mail your application, please send email to the following address providing the following information:

- (1) Notice that you have sent an application
 - (2) Your name
 - (3) Method by which application documents were sent
 - (4) Registered mail number
- Address: mginfo@mguad.meijigakuin.ac.jp

3. Application Periods

- ◆ October 24 – November 8, 2016

Please note that receipt of applications will not be individually acknowledged.

4. Sending of examination registration materials

An examination registration number will be sent on November 18, 2016, to the email address indicated by the candidate on the application form.

Candidates living outside Japan will also receive notification of the date and time for a Skype interview, the Skype ID for the Department of Global and Transcultural Studies, and emergency contact details.

Candidates living in Japan will also receive a paper examination registration slip, sent by post.

5. Date and place of examination

- ◆ For candidates living in Japan:

The examination will be held on Saturday, November 26, at the Shirokane campus of Meiji Gakuin University. Gates will open at 9am and candidates should be at the gathering place by 9.20am. Candidates will be informed of the gathering place when they are sent their examination registration slip. Please enter the campus by the main gate.

- ◆ For candidates living outside Japan:

The examination will be conducted via Skype, from November 27 (Sunday) to November 29 (Tuesday).

We will endeavor to choose a day and time matching requests sent by candidates on their application forms.

The date and time will be included in the email informing candidates of their examination number.

6. Rules regarding the examination

- ◆ For candidates living in Japan:

Do not forget to bring your examination registration slip with you. Should you forget to bring it, or lose it, or if you do not receive it, please inform a member of staff before the examination commences. After confirming your identity, we will reissue the examination registration slip.

* Late arrival: You will not be able to enter the examination room after 10:30am. However, special arrangements may be made in the event of natural disasters, accidents, or delay to public transportation.

* During the examination, please display your examination registration slip on the desk in front of you. (Keep it on top of the desk at all times in the interview waiting room, and be sure to take it with you when you enter the interview room.) You may not leave the examination site until the examination has finished (anyone leaving the site will not be readmitted).

* Interviews will in principle be conducted in order of examination registration number, so some candidates may have to wait for some time in the waiting room.

* When the interview is over, candidates are free to go home.

- ◆ For candidates living outside Japan

* At the appointed time, the university will call the candidate on Skype. If it is not possible to contact the candidate, in principle the candidate will be deemed to have forfeited the examination.

* If you need to change the appointed date and time, please call the emergency contact number indicated in the email from the university.

7. Announcement of Admissions Acceptance

◆ December 2, 2016

The Application Screening Numbers of applicants accepted are posted on the Meiji Gakuin website (<http://www.meijigakuin.ac.jp>: accessible from 10:00 a.m. Japan time for the acceptance announcement date; note that the numbers are posted for only 1 week). Simultaneous with the posting, applicants will be mailed a letter of acceptance and enrollment procedure documents.

◆ Accepted students residing in Japan: Letters of acceptance and enrollment procedure documents will be mailed by express post to the address given on your application form.

◆ Accepted students residing overseas: Letters of acceptance and enrollment procedure documents will be mailed via EMS or registered airmail to the address given on your application form.

Those whose Application Screening Number has been announced among accepted applicants but who do not receive the enrollment documents within 1 week should contact the university by email at the following address:
Contact: mginfo@mguad.meijigakuin.ac.jp

8. Procedure for Enrollment

Enrollment Procedures

Deadline (Payment & Delivery of Documents)	January 20, 2017	For those announced on December 2, 2016	
	Please note that Meiji Gakuin University will not individually acknowledge receipt of enrollment procedure documents.		
Enrollment procedures	① Remittance of tuition and fees (payment to be made no later than stipulated deadline; if payment is made from outside Japan, it should be completed one week prior to the deadline.)		
	Please arrange payment to the designated university account using the transfer form available at the bank or by telegraphic transfer through the bank from overseas. Make sure that payment is completed by the deadline shown above. If payment is made from outside Japan, it should be completed one week prior to the deadline. (Detailed instructions will be sent to those whose applications have been accepted).		
	Please note that the enrollment fee/provisional enrollment fee will not be returned or refunded regardless of the circumstances.		
	② Submission of enrollment documents by registered post		
	<i>When submitting enrollment documents from within Japan</i> After completing remittance of payment ①, send your enrollment documents using the enclosed envelope. Send the documents by simplified-registered mail (<i>kan'i-kakitome sokutatsu</i>) through the post office. Make sure they will arrive by the deadline.		
	<i>When submitting enrollment documents from outside Japan</i> After completing payment ①, submit your enrollment documents by the deadline shown at above. Send the documents by EMS or registered post by airmail. Make sure they will arrive by the deadline. Also, on the same day you mail your enrollment documents, please send an email to mgkyomu2@mguad.meijigakuin.ac.jp providing the following information: (1) Notice that you have sent the documents; (2) Your name; (3) Application screening number; (4) Your residence status; if you already have residence status, note the type of residence status; (5) Method by which the documents were sent (EMS or registered post by airmail); (6) Registered mail number.		
	Important Notes <ul style="list-style-type: none"> • The documents to be submitted vary, depending on the citizenship/visa status of the applicant. Be sure to see categories (1), (2), or (3) below. • Documents submitted for enrollment will not be returned, regardless of the circumstances. <input type="checkbox"/> Documents that will be sent to you by the university <input checked="" type="checkbox"/> Documents to be provided by the enrollee (Detailed instructions will be sent to those whose applications have been accepted.)		
		Category (1) Non-Japanese citizens without residence status	Category (2) Non-Japanese citizens with residence status

	<input type="checkbox"/> Student Enrollment Record <input type="checkbox"/> Application for Certificate of Eligibility (prescribed form attached) <input type="checkbox"/> Financial Supporter's Pledge of Payment (prescribed form attached) <input checked="" type="checkbox"/> Photocopy of customer copy of Application for Remittance stamped by the bank <input checked="" type="checkbox"/> Copy of your passport <input checked="" type="checkbox"/> Certified bank account balance statement <input checked="" type="checkbox"/> 2 ID photographs (4cm x 3 cm)	<input type="checkbox"/> Student Enrollment Record <input checked="" type="checkbox"/> Photocopy of receipt of payment for tuition and fees or Photocopy of customer copy of Application for Remittance stamped by the bank <input checked="" type="checkbox"/> Certificate of Residence [<i>juminhyo</i>] (recently issued)	<input type="checkbox"/> Student Enrollment Record <input checked="" type="checkbox"/> Photocopy of receipt of payment for tuition and fees <input checked="" type="checkbox"/> Certificate of Residence [<i>juminhyo</i>] (recently issued)
<p><i>Please be aware that those who do not complete enrollment procedures by the deadline will forfeit their qualifications for enrollment.</i></p>			



<p>For category (1) enrollees ----- Meiji Gakuin University will submit an Application for a Certificate of Eligibility to the Immigration Office on your behalf.</p>	<ul style="list-style-type: none"> • Once you have submitted all your enrollment documents, Meiji Gakuin University will apply to the Immigration Office for your “Certificate of Eligibility” (document certifying that you are eligible to apply for a status of residence) on your behalf. If you do not complete the prescribed form with all the necessary information or do not submit the form, we will be unable to complete the application. Please be prepared to submit additional documents if requested by the Immigration Office.
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Immigration Office issues “Certificate of Eligibility for a Status of Residence.”

<p>Apply for visa in your own country</p>	<ul style="list-style-type: none"> • Once the Immigration Office confirms your eligibility for a status of residence in Japan (foreign student), Meiji Gakuin University will mail your “Certificate of Eligibility” and “Certificate of Admission” to you. Please take this certificate to a Japanese embassy or consulate in your country and apply for a visa. • Please inform the Meiji Gakuin University, Academic Affairs Division whether your visa has been granted by the beginning of March 2017. Email this information to mgkyomu2@mgquad.meijigakuin.ac.jp.
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9. Tuition and Fees

(The present chart provides estimated amounts for these fees; the actual charges to the students may vary.)
(unit = yen)

Fees	Amount	Notes
Enrollment Fee	200,000	Upon enrollment only
Tuition*	996,000	
Facilities fee*	155,000	
Equipment fee*	50,000	
Educational maintenance fee*	58,500	
Language exam fee	8,000	
Guarantor service fee*	7,000	
Extracurricular activities fee*	4,600	
Student casualty insurance	1,750	

*To be paid in two installments, at the time of enrollment and the remainder by October, 2017.

Total fees paid	1,480,850	
Fees paid upon enrollment	841,300	
Remaining amount	639,550	

Notes

- ◆ After enrollment, some students may be billed for separate laboratory or training fees.
- ◆ In eighth semester, students will be requested to pay 40,000 yen for a lifelong membership in the alumni association.
- ◆ If tuition or other fees should change during the period a student is enrolled, the fees will be billed in the revised amount.
- ◆ Remaining fees should be paid by the end of October. Bank deposit forms will be sent out in July.

The present chart provides estimated amounts for these fees; the actual charges to the student may vary.
Meiji Gakuin university will post the actual amounts on the university's website once they are finalized.

10. Tuition Reduction for Self-supporting Foreign Students

In order to encourage and contribute to international exchange, Meiji Gakuin University has a system under which tuition may be reduced for self-supporting foreign students to help alleviate the financial burden of their study. Reductions (up to 30 percent) and the students who receive them are determined by established criteria. Persons who are unable to convert their visas to college student-visa status after enrollment will not be permitted to apply for tuition reductions.

11. Inquiries

Inquiries regarding submission of applications, enrollment procedures, lodging and other daily life support after enrollment as well as concerning the curriculum of the Department of Global Transcultural Studies should be directed to the following address:

Contact: mginfo@mguad.meijigakuin.ac.jp

12. Privacy of Applicant Information

Personal information provided by applicants given on documents (application forms, questionnaires, envelopes, etc.) submitted for admission to Meiji Gakuin University is handled strictly in accordance with the “Meiji Gakuin University’s Protecting Personal Information Policy.” Personal information obtained from the time the applicant’s documents are received until confirmation of acceptance is also used for admissions screening and until the student’s file is compiled following acceptance as a student at Meiji Gakuin University. The information provided by students enrolled at Meiji Gakuin University may be used as pre-entrance education, management of student registry, learning assistance, student support, and reference in the university’s educational planning. Outside agents are in some cases commissioned to handle application management and data on applications, but use of the personal information contained therein for purposes other than tasks entrusted to the agent is prohibited. For details about the handling of personal information at Meiji Gakuin University, see http://www.meijigakuin.ac.jp/general/privacy_en.html.