

### 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. We collect Stage One application fee and Stage Two application fee at the same time.

If you can not pass Stage One, we refund Stage Two application fee (to your bank account or via Flywire).

#### ◆ Application Fee

(unit = yen)

Residence of applicant at the time of application	Nationality of applicant	Application fee	Notes
Overseas	Non-Japanese	20,000	Stage One application fee 12,000 Stage Two application fee 8,000
	Japanese citizen (include dual citizenship)	35,000	Stage One application fee 20,000 Stage Two application fee 15,000
Japan	Regardless of nationality	35,000	Stage One application fee 20,000 Stage Two application fee 15,000

#### ◆ Methods of payment

##### (1) Payment from overseas

If payment is made from outside Japan, please arrange payment by Flywire. Please refer to "Payment through Flywire " section at the end of the guidelines and pay by the deadline. After payment is complete, attach a photocopy of the receipt for the payment issued by Flywire.

Flywire (URL) : <https://meijigakuin-applicationfee.flywire.com> or scan



If you have any questions, please contact Flywire.

Contact: <https://www.flywire.com/support> email: support@flywire.com

\*Note: Be sure to review the "Payment through Flywire" section when using this service.

\* Fees for the remittance should be borne by the applicant.

\* Applicants who cannot use Flywire for any reason should contact us.

## (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.

\* Bank transfer fee should be borne by the applicant.

### 【Transfer account】

Beneficiary's account number	みずほ銀行五反田支店 普通預金 1085590
Beneficiary's account holder (in katakana)	ガク) メイジガクイン ケンテイリョウグチ
Beneficiary's account holder	学校法人明治学院 検定料口

### ◆ 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 12, 2022. 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](mailto:mginfo@mguad.meijigakuin.ac.jp)

#### (\*\*) Method of reimbursement

The fee will be returned as an overseas wire transfer or via Flywire 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. Application documents will not be returned for any reason. If you are mailing from overseas and are not sure whether your application documents will reach us by the deadline, please contact us by email in advance. However, we may not be able to accept your application depending on the reason.

### ◆ When applying in Japan

Please submit application documents by “simplified-registered” express mail (*kan'i-kakitome sokutatsu*) through the post office. Make sure they arrive 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 arrive 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)

- The application documents must be submitted in order from the first to the last and clipped together.
- Application documents will not be returned for any reason.
- If you are mailing from overseas and are not sure whether your application documents will reach us by the deadline, please contact us by e-mail in advance. However, we may not be able to accept your application depending on the reason.

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

Subject: Notice of Application (Transfer) to Department of GTS

- (1) Notice that you have sent an application
  - (2) Your name
  - (3) Postal code (ZIP code), Mailing address
  - (4) Method by which application documents were sent
  - (5) Registered mail number
- Address: [mginfo@mguad.meijigakuin.ac.jp](mailto:mginfo@mguad.meijigakuin.ac.jp)

### 3. Application Periods

◆ September 28 – October 5, 2021

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

### 4. Stage One: Document Selection

In Stage One the submitted application documents will be screened. Applicants who pass Stage One will proceed to Stage Two.

### 5. The Pass / Fail Results of Stage One and Sending of Examination Registration Materials

Results of the Stage One pass / fail screening will be sent on October 19, 2021, to the email address provided by the candidate on the application form. Applicants who pass Stage One will also receive an examination registration number and notification of the date and time for Zoom interview. If you do not pass Stage One, we refund your Stage Two application fees.

### 6. Stage Two: Zoom Interview

The examination will be conducted via Zoom, from October 23 (Saturday) to 24 (Sunday).

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.

### 7. Rules regarding the examination

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

## 8. Announcement of Admissions Acceptance

◆ December 3, 2021

The Application Screening Numbers of applicants accepted are posted on the Meiji Gakuin website (<https://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 you provide 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 you provide 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](mailto:mginfo@mguad.meijigakuin.ac.jp)

## 9. Evaluation of three factors of academic ability

In the entrance examination, three factors of academic ability (“knowledge / skill”, “thinking ability / judgment ability / expressive ability”, “independence / diversity / collaboration”) are evaluated by the following methods.

	knowledge / skill	thinking ability / judgment ability / expressive ability	independence / diversity / collaboration
Personal statement	✓	✓	✓
English test results	✓		
Interview	✓	✓	✓

## 10. Procedure for Enrollment

### Enrollment Procedures

Deadline (Payment & Delivery of Documents)	January 14, 2022	For those announced on December 3, 2021	
	Please note that Meiji Gakuin University will not individually acknowledge receipt of enrollment procedure documents.		
Enrollment procedures	① <b>Remittance of tuition and fees</b> (Payment to be made no later than the 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 your bank or via Flywire (method of sending international payments). 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 accepted applicants).		
	Please note that the enrollment fee/provisional enrollment fee will not be returned or refunded regardless of the circumstances.		
	② <b>Submission of enrollment documents by registered post</b>		
	<u>When submitting enrollment documents from within Japan</u> After completing remittance of payment ①, send your enrollment documents using the enclosed envelope. Send the documents by “simplified-registered” express mail ( <i>kan'i-kakitome sokutatsu</i> ) through the post office. Make sure they will arrive by the deadline.		
	<u>When submitting enrollment documents from outside Japan</u> 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.		
	<b>Important Notes</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Documents submitted for enrollment will not be returned, regardless of the circumstances.</li> </ul> <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.)		
		<b>Category (1)</b> <b>Non-Japanese citizens</b> <b>without residence status</b>	<b>Category (2)</b> <b>Non-Japanese citizens</b> <b>with residence status</b>

	<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 receipt of payments for tuition and fees <input checked="" type="checkbox"/> Copy of your passport <input checked="" type="checkbox"/> Supporter's bank account balance statement <input checked="" type="checkbox"/> 1 ID photograph (4cm x 3 cm)	<input type="checkbox"/> Student Enrollment Record <input checked="" type="checkbox"/> Photocopy of receipt of payments for tuition and fees <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 payments 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"> <li>• 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.</li> </ul>
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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"> <li>• 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.</li> <li>• Please inform the Meiji Gakuin University, Academic Affairs Division whether your visa has been granted by the beginning of March 2022. Email this information to <a href="mailto:mgkyomu2@mgquad.meijigakuin.ac.jp">mgkyomu2@mgquad.meijigakuin.ac.jp</a>.</li> </ul>
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## 11. Tuition and Fees

(unit = yen)

Fees	Amount	Notes
Matriculation Fee	200,000	Upon admission only
Tuition*	996,000	
Facilities fee*	155,000	
Equipment fee*	50,000	
Educational supplement and maintenance fees*	58,500	
Language ability testing fee*	8,000	
Membership fee for guarantors *	7,000	
Extracurricular activities fee*	4,600	
Student insurance fee	1,750	
Academic Society Fee	1,500	fall semester only

\*To be paid in two installments, at the time of enrollment and the remainder by the end of October, 2022.

Total	1,482,350	
Fees paid upon enrollment	841,300	
Remaining amount	641,050	

### 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 for the alumni association.
- ◆ If there is a change in tuition and fees during the period of enrollment, the changed amount will be applied.
- ◆ Remaining fees should be paid by the end of October. Bank transfer slip will be sent out in mid-July.

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

## 12. Tuition Reduction for Privately Financed International Students

Meiji Gakuin University has a Tuition Reduction system for privately financed international students in order to alleviate the financial burden of study and encourage international exchange.

The students who receive the tuition reduction are determined if he or she meets some conditions such as holding student visa, numbers of credits acquired, financial difficulties, and so on. The reduction rate is 30 percent of tuition.

Based on the official regulations, those who participate in study abroad programs organized by Meiji Gakuin University or its Faculties/Departments for a semester or more cannot apply for the tuition reductions during those semesters because they are eligible to receive scholarship.

## 13. 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](mailto:mginfo@mguad.meijigakuin.ac.jp)



#### **14. 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 <https://www.meijigakuin.ac.jp/en/general/privacy.html>.

## Payment through Flywire



MEIJI GAKUIN UNIVERSITY  
明治学院大学

flywire

flywire

Easy! Fast! Safe!

Flywire is a reliable international payment service that is used by educational institutions around the world.

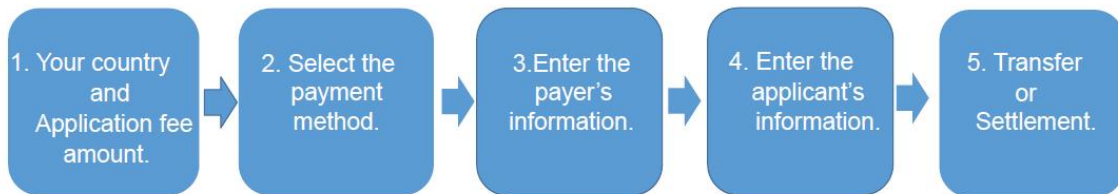
With Flywire, you can pay application fees in your local currency.  
The payment method available for the local currency is different for each country.

Meiji Gakuin University collaborates with Flywire to provide an easy and safe payment method.

Applicants and parents: Please start the payment procedure at the Flywire website.

First, go to

<https://meijigakuin-applicationfee.flywire.com> or scan



Tell us about your payment	
You pay from	Flywire University (JPT) receives
Country (C)	Amount (Y)



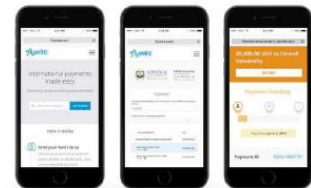
Flywire will take responsibility to pay the application fee to Meiji Gakuin University in Japanese yen.

### Benefits of paying through flywire

1) Multiple payment methods:  
You can pay with local currency through your local bank, credit card, online payment, etc.



3) You can also make payments through your mobile phones.



2) Our customer support is open 24/7 via telephone, email, Skype

<https://www.flywire.com>

Contact: <https://www.flywire.com/support> email : [support@flywire.com](mailto:support@flywire.com)

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