

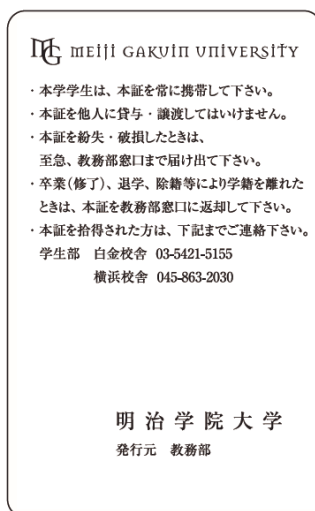
## Beginning your new student life

### Student ID

Your student ID serves as proof that you are a student of Meiji Gakuin University. Always bring it with you when you come to school, and please have it available to show any time you are asked to do so by faculty members or other university staff. The student ID is an IC card.



Student ID front



Student ID back

Student IDs for students admitted in April 2019 are valid until end of March 2023.

Student IDs for students admitted in September 2019 are valid until September 20, 2023.

Please read the precautions on the back and take care to ensure that your ID is not improperly used.

Problems could occur if you lose your ID so you should notify the police, etc. without delay.

Student IDs are valid until the standard year of graduation. Students enrolled for more than four years (due to a repeated year, leave of absence, or other reasons) have to renew their IDs on a yearly basis.

Student IDs are the property of the university. Please return your ID to the Academic Affairs Division if you are no longer registered due to leaving school, expulsion, or other reasons.

\* Your photographic data will be used for your student ID. Otherwise, it will only be used for issuing a temporary student ID in the event that you forget to bring your student ID to examinations, or for educational activities, such as schooling support during your time at this university. We implement strict controls to ensure that your data is not used for other purposes. We respect the protection of personal information.

\* Take care of your student ID. Do not bend, drop or get it wet.

It is also required in the following situations:

When a student ID data reader is used to take class attendance.

When taking examinations—if you don't bring your ID, you can't take the exam.

When obtaining a Student Commuter Certificate or Student Discount Certificate and when using them to purchase a student commuter pass, tickets etc.

When requesting the issuing of certificates (Academic Transcript, Certificate of Student Registration, etc.) and when receiving them.

When using the library or other facilities.

When using the self-service machine to obtain a certificate.

In order to prevent the misuse of your student ID, you are prohibited from giving or lending it to another person.

Dept. of English	LE
Dept. of French Literature	LF
Dept. of Art Studies	LA
Dept. of Economics	EE
Dept. of Business Administration	EB
Dept. of International Business	EG
Dept. of Sociology	SG
Dept. of Social Work	SW
Dept. of Juridical Studies	JU
Dept. of Current Legal Studies	JC
Department of Global Legal Studies	JG
Dept. of Political Science	JP
Dept. of International Studies	KS
Dept. of Global and Transcultural Studies	KC
Dept. of Psychology	PS
Dept. of Education and Child Development	PE

### Student number

During your time at this university, your student number is always handled in a set with your name. This number is essential for administrative processing involving your individual academic performance, your registration, and other matters. On examination answer sheets, application/notification forms and other documents, please always write your number together with your name.

Your student number will, of course, remain unchanged, and it will be used both before and after you graduate. For the alphabet letters, uppercase letters are always used.

### Classroom numbers

Either three- or four-digit numbers are used to identify classrooms, as shown in the diagram below.

Once you learn the location of each building and the meaning of the classroom number, you will know the classroom locations.

In the case of Yokohama buildings 5 and 6 and Shirokane Main Building and buildings 2 and 3, the first floor is below

ground level. For this reason, the floor number displays and external appearance differ somewhat.

Yokohama Campus	4 Building 4	1 1st floor	2 Room number
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Shirokane Campus	1 Main Building	2 2nd floor	01 Room number
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## ■ Purchase of the Student Commuter Pass

### Purchase using the Student Commuter Pass Issue Record: Standard purchase

- A student commuter pass may be purchased only for a reasonable route for commuting from the nearest station to the student's address (as notified to the university) to the station nearest the Shirokane Campus/Yokohama Campus.
- Purchase for a purpose other than commuting (examples: club activities, a part-time job, etc.), purchase for a route that is not reasonable, and purchase for a route for which the starting point or the finishing point is not the nearest station to the university or your home is not permitted.

### Purchase using the "Student Commuter Pass Issue Record": Standard purchase

- In the case that you are "commuting to only one of the campuses, Shirokane or Yokohama" and you are "using only one railroad company or are transferring between two railroad companies," obtain a "Commuter Pass Purchase Application" from the station and fill in the necessary information. Enter your commuting route in the "Student Commuter Pass Issue Record" issued by the university, and submit these documents at the station along with your student ID. .

### Purchase using the "Student Commuter Certificate": Special purchase

- When purchasing a student commuter pass encompassing three or more railroad companies (example: a commute that involves transferring from Odakyu Electric Railway, to Sagami Railway, and then JR) a "Student Commuter Certificate" issued by the Student Affairs Division is necessary. Please complete the procedures at the Student Affairs Division window.
- As a general rule, the student commuter pass can only be purchased for the route from the nearest station to the student's address (as notified to the university) to the nearest station to either the Shirokane Campus or the Yokohama Campus, but if you commute to both campuses, the university will issue a "Student Commuter Certificate." Use Port Hepburn to print out the Course Registration Confirmation Form, and then complete the procedures at the Student Affairs Division window
- To purchase a student commuter pass for commuting to your student teaching location, please contact the Student Affairs Division window more than one month prior to the start.

通学定期乗車券発行控			
学籍番号		氏名	
現住所	〒		
住所変更	〒 月 日		
通学 区 間	電車	目黒・五反田 品川・高輪台・白金台・ 白金高輪・泉岳寺～	戸塚・本郷台～
	バス	～	～
	住所変更による通学区間変更	～	

Front of the Student Commuter Pass Issue Record

〈通学定期乗車券発行控〉					
発行月日	通用期間	発行駅	④		
①			⑤		
②			⑥		
③			⑦		

(注意事項)  
 1. このカードは、通学定期乗車券を購入する際に学生証とともに駅の窓口へ提示してください。  
 2. 表面に記入した現住所が変更となった場合は、教務 web にて住所変更手続き後、このカードに訂正印を受けてください。  
 2020年3月31日迄有効  
 東京都港区白金台1丁目2番37号 明治学院大学長  
 神奈川県横浜市戸塚区上倉田町1518番地

Back of the Student Commuter Pass Issue Record

## ■ Student Discount Certificate (Student Travel Fare Discount Certificate)

This can be used by an individual when using JR lines to go home, go to classes (seminars, etc.), go to work, participate in extracurricular activities, etc. Two certificates are issued each time. The certificates are valid for three months from date of issue, and the discount applies when one-way travel exceeds 100 working kilometers. The discount is 20% off regular fare. The certificates can be obtained from the self-service machine outside the Academic Affairs Section.

## ■ Group discount (JR)

When JR lines are used by groups (eight or more people, including the school personnel leading the group, travelling on the same schedule) for extracurricular activities, seminars, etc., the regular fair is discounted by 50%. The university president's approval stamp is necessary, so please obtain the prescribed application form at a JR window or travel agent and apply to the Student Affairs Division.

## ■ What should I do in this situation?

	Situation	Contact	Notes	
Registration, etc.	Student ID replacement	Academic Affairs Department	Submit an Application for Replacement of Student ID Card. The ID will be re-issued the next day for a fee of ¥1,500.	
	Change of address or mobile phone number (own / guarantor's address or mobile phone number)		Make the change through the Academic Affairs Department website (It will take several days for the changes to be reflected.)	
	Change of guarantor		Submit Notification of Change of Guarantor (Guarantor's address).	
	Change of name		Submit Family and/or Given Name Change Notification (submit family register copy or other documentation together with your student ID).	
	You want to take the examination to transfer to another department		Screening fee: ¥35,000. Complete the prescribed form you're your guarantor's counter-signature and official seal. The submission deadline will be posted on the Port Hepburn and Academic Affairs Division bulletin board.	
	You want to take a leave of absence		The deadlines for submitting an Application for a Leave of Absence (with guarantor counter-signature and official seal) are the end of May for a spring term leave of absence and the end of November for a fall term leave of absence. Attach a statement explaining your reasons.	
	You want to return to school (at end of leave of absence)		The deadlines for submitting an Application for Reinstatement (with guarantor counter-signature and official seal) are the end of February for a spring term return and the end of August for a fall term return.	
	You want to withdraw from school		The deadlines for submitting an Application for Withdrawal from School (with guarantor counter-signature and official seal) are September 20th for a spring term withdrawal and the end of March for a fall term withdrawal.	
	You want to re-enroll		The deadlines for submitting an Application for Re-enrollment (with guarantor countersignature and official seal) are the end of February for a spring term re-enrollment and the end of August for a fall term re-enrollment.	
Classes and examinations	You were absent from class (Notification of Absence)	Academic Affairs Department	After confirming with the relevant faculty member that it is necessary, complete and submit the prescribed form with a Certificate of Reason for Absence. Permitted reasons are: illness, injury and bereavement within third degree of consanguinity.	
	You were absent from a regular examination and request to take a makeup examination		Complete the prescribed form, submitting certificate. The deadline will be posted on the Port Hepburn and Academic Affairs Division bulletin board. For details refer to the syllabus.	
Student life	You are unable to pay your university fees by the deadline	Academic Affairs Department	A deferred payment bank transfer deadline applies to persons who submit by the specified date the deferred payment request (sent to persons who have not paid their university fees after the payment deadline)	
	You want to receive a loan in order to pay your university fees	Student Affairs Department	Inquire at the Student Affairs Department.	
	You have lost (or found) something		Notify the Student Affairs Department without delay after losing or finding something (if you find something when the Student Affairs Department is closed, please deliver it to one of the gate houses). Found articles are stored for three months.	
	You want to apply for scholarship funds		Information is posted as necessary. However, most scholarship applications must be submitted in April.	
	You were injured and have either been admitted to a hospital or are visiting a hospital/doctor regularly		The treatment might be covered by Personal Accident Insurance for Students Pursuing Education and Research. Inquire about the application method at the Student Affairs Department.	
	You want to find out about part-time work opportunities		Use the university's part-time work referral system (refer to page 34)	
	You want to get a Student Commuter Certificate		Apply to the Student Affairs Department	
	You want to get a Student Commuter Pass Issue Record or have one reissued		Apply at the window.	
	You were injured or became ill while on campus		Health Support Center	
	You have questions about a medical examination			The results of the medical examination can be confirmed on Port Hepburn.
	You want to get a Certificate of Expected Graduation, Academic Transcript or Certificate of Student Registration		(Academic Affairs Department)	* Use the self-service machine for obtaining certificates.
	You want to get a student discount certificate		(Student Affairs Department)	* Use the self-service machine for obtaining certificates.
	You want to get a Health Certificate		(Health Support Center)	* Use the self-service machine for obtaining certificates. (Only available for undergraduates in their fourth year or later or graduate students; students covered by practical training need a test results certificate.)
	You want the payment form for		Finance and	Submit your request either by telephone or at the first-floor Finance

	Situation	Contact	Notes
	university fees or some other payment to be reissued (lost or not delivered)	Accounting Department	and Accounting Division window at the Main Building of the Shirokane campus.
	You want to get information on apartments	Meiji Gakuin Service	Contact: Yokohama office (045-869-5761) or Shirokane head office (03-5421-1555)
Extra Other curricular activities	You want to establish a club or become an officially recognized organization	Student Affairs Department	Inquire about the application method at the Student Affairs Department.
	You want to hold an event		
	You want to put up a poster/sign or hand out leaflets.		
	You want to use facilities (Classroom, Palette Zone, Totsuka Ground, etc.) within the University.		
	You want to volunteer or start activities that benefit society.	Volunteer Center	The Volunteer Center helps students put into practice their desire to volunteer, for example in volunteer activities in the neighborhood of the campus and volunteer activities to support reconstruction after the Great East Japan Earthquake.
Various types of inquiries/consultations	Classes, course completion, academic records, etc.	Academic Affairs Department	Inquire at the window. (It is not possible to inquire by telephone.)
	Physical or mental problems, etc.	Health Support Center	School doctor (appointment required), health nurse (available as necessary)
	You are distressed about something in your university life, have human relationship problems, or have psychological worries, etc.	Student Consulting Center	If something is bothering you, please come to discuss it at an early stage. Counselors are available (clinical psychologists).
	Educational support for disabled students or other students who require support	Student Support Center	Inquire at the Student Support Center.
	Sexual harassment problem	Counselors / Harassment Counseling and Support Center.	Refer to Port Hepburn for the names of the harassment counselors and their contact information.
	Study abroad; activities with international students	International Center	Inquire at the window.
	Career after graduation (job search); internships	Career Center	
	Other (general)	Student Affairs Department	To consult about other problems or incidents, inquire at the Student Affairs Department.

\* A student ID is necessary to use the self-service machine to obtain certificates. It is also sometimes necessary to show your student ID when making other inquiries so please carry it with you at all times.

## MG Sharing

Following our “Do for Others” educational philosophy, Meiji Gakuin University as a whole is implementing the “MG Sharing” concept under which the students and faculty of our university share and use in common a variety of things and services.

	Description	Sharing Station
MG Umbrella	An umbrella with an original design by the University's art director, Kashiwa Sato.	Locations throughout the campuses
MG Library Bag	A bag exclusively for library use. It is convenient for times when you borrow many books.	Library

\* Please return the MG Umbrella to the Sharing Station on the campus from which you borrowed it. Please return it as soon you are finished. Note that the main stations on each campus are as follows.

Shirokane Campus: Student Affairs Division and Library

Yokohama Campus: Building A, in front of Building C, Building 1 (Student Affairs Division), Building 4 (Volunteer Center), Building 8 (Commons 8), and Building 9

\* The information is as of March 2019. It is subject to change.



MG Umbrella



MG Library Bag

## ■ Open hours

Facility		Shirokane		Yokohama		Notes
		Mon.-Fri.	Sat.	Mon.-Fri.	Sat.	
Academic Affairs Department	During term	9:30 - 11:45 12:30 - 18:30	9:30 - 11:45 12:30 - 15:00	9:30 - 11:45 12:30 - 16:30	9:30 - 12:00	Closed Saturdays during the student summer vacation period
	Outside term	9:30 - 11:45 12:30 - 16:00	9:30 - 11:45			
Student Affairs Department	During term	9:30 - 11:45 12:30 - 18:30	9:30 - 11:45	9:30 - 11:45 12:30 - 16:30	9:30 - 12:00	Scholarship window at the Shirokane campus is open until 16:00 on Mon. - Fri.
	Outside term	9:30 - 11:45 12:30 - 16:00				Closed Saturdays during the student summer vacation period
Student Consulting Center	All year	10:00 - 18:00		10:00 - 17:00		
Health Support Center	During term	9:00 - 11:30 12:30 - 19:30 Same day clerical support may not be available after 16:00.	9:00 - 11:30 12:30 - 16:30 Clerical support not available.	9:00 - 11:30 12:30 - 18:30	9:00 - 12:00 Clerical support not available.	Vacation-period hours to be defined separately.
Student Support Center	All year	10:00 - 17:00	10:00 - 13:00	10:00 - 17:00	9:30 - 12:00	Appointment required for Saturdays.
Volunteer Center	All year	10:00 - 17:00		10:00 - 17:00		As a general rule, closed on Saturdays and national holidays during term time. Vacation-period hours to be defined separately
International Center	All year	9:20 - 11:40 12:25 - 16:45	Closed	9:20 - 11:40 12:25 - 16:45	Closed	Closes at 16:25 outside term on both the Shirokane and Yokohama campuses.
Career Center	During term	9:30 - 11:45 12:30 - 18:00	9:30 - 11:45	9:30 - 11:45 12:30 - 16:30	9:30 - 12:00	Outside-term hours announced separately.
Teacher Training Center (Teaching Career Services Division)	During term	9:30 - 11:45 12:30 - 16:40	9:30 - 11:45	Check hours with Career Center.		Outside-term hours announced separately.
Library	During term	8:45 - 22:00	8:45 - 20:00	8:45 - 20:50	8:45 - 19:00	Sundays in July, December and January: 12:30 - 18:00
	Outside term (except August)	8:45 - 20:00		8:45 - 19:00		Days on which there are no classes, August hours announced separately.
Information Technology Center	During term	9:00 - 21:30	9:00 - 19:30	9:00 - 11:40 12:25 - 17:30	9:00 - 12:00	For details see p. 49. Reduced opening hours outside term.
Graduate School Office	From commencement of Spring semester classes to April 30, first 2 weeks of Fall semester	9:30 - 11:45 12:30 - 18:15 19:00 - 20:00	9:30 - 11:45	9:30 - 11:45 12:30 - 16:30		Wednesday on the Shirokane campus: 9:30 - 11:45, 12:30 - 16:00
	During term (except above periods)	9:30 - 11:45 12:30 - 18:15				
	Outside term	9:30 - 11:45 12:30 - 16:00				
Finance & Accounting Department	All year	9:00 - 11:45 12:30 - 15:00	9:00 - 11:45			Closed Saturdays during the student summer vacation period and on national holidays during term time
MGS General Counter	Periods other than the student summer vacation period	10:00 - 18:00		9:30 - 11:45 12:30 - 16:30	9:30 - 12:00	
	Student summer vacation period	9:00 - 16:30		9:30 - 11:45 12:30 - 16:30		
Yokohama General Affairs Department	All year			9:30 - 11:45 12:30 - 16:30	9:30 - 12:00	Closed Saturdays during the student summer vacation period

\* "During term" hours include examination periods (except the Graduate School Office).

\* On Saturdays outside term-time, facilities are sometimes closed, so please check in advance on the website or on Port Hepburn.

\* Please inquire to the Career Center (Teaching Career Services Division) or the Academic Affairs Department (Shirokane) regarding the Teacher Training Center.

## ■ Certificate list

Certificate Name	Type	Office	Issue Method	Notes
Certificate of Student Registration	Japanese/English	Academic Affairs Department (undergraduate students), Graduate School Office (graduate students)	self-service machine	
Certificate of Expected Graduation	Japanese/English		self-service machine	Fourth-year students and above only
Certificate of Expected Completion	Japanese/English		self-service machine	Completion year students only. Except the second stage of the Doctoral program.
Academic Transcript	Japanese/English		self-service machine	
Attendance Certificate	Japanese/English		apply at window	Persons who have withdrawn or been expelled from university
Certificate of Qualification	Japanese		apply at window	
Certificate of Graduation	Japanese/English		apply at window	Graduates only
Certificate of Completion	Japanese/English		apply at window	
Certificate of Course Registration	Japanese/English		apply at window	
Certificate of Student Registration	French		apply at window	Dept. of French Literature only
Certificate of Expected Graduation	French		apply at window	Dept. of French Literature only
Academic Transcript	French		apply at window	Dept. of French Literature only
School Attendance Certificate	French		apply at window	Dept. of French Literature only (persons who have withdrawn or been expelled from school)
Certificate of Graduation	French		apply at window	Dept. of French Literature only
Certificate of Expected Acquisition of Eligibility for the National Examination for Certified Social Workers or Certified Psychiatric Social Workers	Japanese	Academic Affairs Department	apply at window	Dept. of Social Work only (employment use)
Certificate of Completion (Expected Completion) of Designed Courses for Certified Social Workers or Certified Psychiatric Social Workers	Japanese		apply at window	Dept. of Social Work only (examination use) *
Graduate School Advancement Registration	Japanese		apply at window	
Certificate of Expected Acquisition of Teacher Certification	Japanese		self-service machine	Fourth-year students and above
Certificate of Acquisition (Expected Acquisition) of Employment Qualifications for Social Welfare Officer, or Qualifications for Curator	Japanese		apply at window	Graduates only (In the case of expected graduates, fourth-year students and above)
Certificate of Acquisition (Expected Acquisition) of Credits in Courses related to Social Education	Japanese		apply at window	Persons who have satisfied the acquisition requirements (expected acquisition for third-year students and above)
Certificate concerning Academic Ability (teaching license use)	Japanese		apply at window	Graduates, students who withdrew from the University, and students who were expelled
Certificate of Basic Qualifications (teaching license use)	Japanese		apply at window	Graduates, students who withdrew from the University, and students who were expelled

Certificate Name	Type	Office	Issue Method	Notes
Health Certificate	Japanese/English	Health Support Center	self-service machine	Limited to persons who have undergone a medical examination every year. The self-service machine will issue Japanese-only certificates, but only for undergraduates of year four or later or for graduate students. Other students wanting a Japanese-English certificate should contact the Health Support Center.
President's Recommendation Letter	Japanese	Career Center	apply at window	In the case of persons who have submitted a Career Center registration card, who are expected to graduate, and who have a submission destination that is already decided.
Certificate concerning Character (for teaching profession)	Japanese	Teacher Training Center (Teaching Career Services Division)	apply at window	In the case of persons who have submitted a Career Center registration card, who are expected to graduate, and who have a submission destination that is already decided (interview required).
Student Commuter Certificate	Japanese	Student Affairs Department	apply at window	Graduate students apply to the Graduate School Office

- Notes:
1. A student ID (IC card) is necessary to operate the self-service machine for certificates.
  2. When applying for a certificate at the window, enter the information necessary in the request form provided and submit the request along with your student ID. For the number of days necessary required to issue a given certificate, please check at the place where you apply.
  3. French-language certificates can only be issued for students of the Department of French Literature.
  4. Certificates marked with an asterisk (\*) are only available during a designated application period. For details, please check the office bulletin boards and Port Hepburn.



## ■ Application/notification list

Type	Submission Date/Deadline	Notes	
Application for Replacement of Student ID Card	Day prior to issue	Fee ¥1,500 Complete the prescribed form.	If you lose your student ID, complete the Application for Replacement of Student ID Card and submit it to the Academic Affairs Office Division. A new ID will be issued the next day.
Family and/or Given Name Change Notification	After family and/or given name change and after nationality change	Complete the prescribed form. Attach family register copy.	In the case of family name change or personal name change, the Student ID will be replaced (Fee ¥1,500).
Notification of Address (student/guarantor)	After change	Make the change through the Academic Affairs Department website.	If you neglect to do this, communications from the university will no longer reach you.
Notification of Change of Guarantor	After change	Complete the prescribed form. Get it signed and sealed by your new guarantor.	For a guarantor change, the signature and seal of the new guarantor are necessary.
Notification of Absence	After confirming with the relevant faculty member that it is necessary	Complete the prescribed form. Attach a document verifying the reason for absence. Submit the documents to the Academic Affairs Department.	When you have been absent from class, it is possible to issue a Notification of Absence, but only in cases where the absence was due to your illness, injury, or bereavement (within third degree of consanguinity). Please first confirm with the relevant faculty member that it is necessary. If it is necessary, please complete the prescribed form, attaching a document verifying the reason. For illness/injury, submit a certificate issued by a medical institution such as a medical certificate, treatment certificate, etc. In the case of bereavement, submit proof of funeral attendance. Copies not permitted in either case.
Application for Makeup Examination	Notified via Port Hepburn and Academic Affairs Department bulletin board	Complete the prescribed form. A certificate also needed.	Please refer to the Course Catalogue.
Application for Department Transfer	Notified via Port Hepburn and Academic Affairs Department bulletin board	Screening fee ¥35,000 Complete the prescribed form. Get it signed and sealed by your guarantor.	This is permitted if you pass the department transfer examination.
Application for a Leave of Absence	Spring term: last day of May Fall term: last day of November	Complete the prescribed form. Get it signed and sealed by your guarantor. Attach statement of your reasons.	If it will be difficult for you to attend school for a continuous period of two months or more during a term due to illness or other reasons, you can request a leave of absence. It is necessary to submit an Application for a Leave of Absence (with guarantor counter-signature) by the deadline and receive the approval of the faculty. The leave of absence period is for either one or two terms. This period is not included in your number of years of school attendance.
Application for Reinstatement	Spring term: Last day of February Fall term: Last day of August	Complete the prescribed form. Get it signed and sealed by your guarantor.	If you are on leave of absence and want to return to school, it is necessary to submit an Application for Reinstatement (with counter-signature of your guarantor) by the deadline and to receive the approval of the faculty.
Application for Withdrawal from School	As necessary, but the withdrawal deadline is September 20 for the spring term, and the last day of March for the fall term.	Complete the prescribed form. Get it signed and sealed by your guarantor.	If you want to withdraw from school, submit an Application for Withdrawal from School (with counter-signature of your guarantor) by the deadline and to receive the approval of the faculty. However, the university fees for that term must be paid.
Application for Re-enrollment	Spring term: Last day of February Fall term: Last day of August	Complete the prescribed form. Get it signed and sealed by the guarantor.	Persons who withdrew from school by submitting a withdrawal request and then request re-enrollment within six terms of the term containing their withdrawal date may have their requests approved upon screening. Persons who were expelled for non-payment of university fees and who request re-enrollment within six terms of the term containing their expulsion date may have their requests approved upon screening. To be re-enrolled, you must submit an Application for Re-enrollment with guarantor counter-signature by the deadline and receive faculty approval. Persons permitted to re-enroll must pay the re-enrollment fee and the university fees for the term in which they are re-enrolling prior to the designated deadline before re-enrollment.
Application for Late Payment of University Fees	Designated deadline	Complete the prescribed form. Get it signed and sealed by your guarantor.	Persons who are unable to pay their university fees before the deadline should submit an Application for Late Payment of University Fees and receive permission for the deferral. For details concerning the deferred payment deadline and the procedures, please check the deferral notification that was sent to the person who has not paid their university fees after the payment deadline.

The Academic Affairs Department handles inquiries concerning applications and notifications.

**Shirokane:** TEL 03-5421-5140 (Main Building, 2F)

**Yokohama:** TEL 045-863-2025 (Building 1, 1F)

**URL:** <https://www.meijigakuin.ac.jp/office/educational/>

## ■ University fees

### ■ Breakdown of university fees

University fees include enrollment fee, tuition fees, facilities fees, equipment fees, experiment and practice fees, and education maintenance fees. In addition, depending on the academic department and year, other miscellaneous expenses are also collected together with the university fees based on requests from organizations within the university.

For details, please see the website of the Finance and Accounting Department or Detailed Provisions regarding the Handling of Meiji Gakuin University's University Fees (the MG DIARY 2019 Supplement "University Rules and Regulations").

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### ■ Payment

Under university rules the deadline for payment is the end of April for the spring semester (first-year students must complete payment at the time of the enrollment procedure) and the end of October for the fall semester.

Payment forms for the spring semester are sent in early April (for second-year students and above). Payment forms for the spring semester and annual lump-sum payment forms are sent, so annual lump-sum payment is possible. Payment forms for the fall semester are sent around the middle of July to first-year students and students who have not paid the fall semester fee. (The sending time may differ for students enrolled beyond the years of study required for graduation. For details, please see the website of the Finance and Accounting Department.)

If the payment forms have not arrived when two weeks or more have passed from the above planned sending dates, it is possible that your current address differs from the address reported to the university. If there has been an address change because of moving or some other reason, please carry out the mail forwarding procedure at your post office, and change your own address or your guarantor's address through the Academic Affairs Department website..

If you do not pay university fees and other fees in full by the deadline, you will be subject to expulsion. If you are unable to pay the university fees by the deadline, you will be notified by post of the late payment procedures. If your economic circumstances make it impossible to pay, please submit an Application for Late Payment of University Fees by the designated deadline to the Academic Affairs Department (undergraduate students) or to the Graduate School Office (graduate students).

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### ■ Payment method

Please make the bank transfer to the designated bank account from the teller window, an ATM or by using Internet banking of banks and other financial institutions located nationwide. Always use the payment form designated by the university. This form is sent by post to the person who pays education fees.

Please take care of the following when making the transfer from an ATM or using Internet banking.

- ① **Correctly enter the receiving bank, branch, account type, account number and transfer amount that are printed on the bank transfer form designated by the university.**
- ② **In the section where you are requested to enter the payer's name, correctly enter the 10-digit number that is printed on the bank transfer form, followed by the name of the student (in katakana).**

**Please note that if the identity of the student cannot be determined, due to the entry of incorrect/insufficient information or of a name different to the student's name, the payment may not be properly processed and you may receive a follow-up letter seeking payment.** Payment of a fee may also be required for transfers made from an ATM or using Internet banking. For details, contact the financial institution.

After the transfer is made, please take care to save the receipt for the transferred amount or the ATM or net banking usage record as this serves as proof that payment was made.

\* **The website to the right offers a breakdown of university fees, etc. as well as FAQs about university fees.**

The Finance and Accounting Department handles inquiries concerning university fees.

**Shirokane** TEL 03-5421-5262 (Main Building, 1F)

**URL:** <https://www.meijigakuin.ac.jp/accounting/>

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## ■ How to purchase “university stamps”

Students can use “university stamps” instead of cash to pay for lab and training fees during classes, for fees and expenses of extracurricular lectures, and for other items.

\* The stamps sold in the university are exclusively for use within the university, and cannot be used in any external public institutions, companies, bodies or other universities.

### ○ Locations where stamps are sold from university stamp vending machines

Shirokane Campus (3 locations): Beside the Security Station (next to the self-service machine for issuing certificates) in Main Building 1st floor; in the Academic Affairs Division, Main Building 2F; beside the photocopiers on the 2nd floor of the library

Yokohama Campus (1 location): In front of the Yokohama Academic Affairs Division and Yokohama Student Affairs Division

\* Students cannot purchase university stamps from a university stamp vending machine when the office in which it is located is closed, or during any of the summer and winter vacations.

### ○ Types of university stamps on sale

¥10 - ¥90 (units of ¥10), ¥100 - ¥900 (units of ¥100), ¥1,000 - ¥9,000 (units of ¥1,000), ¥10,000 - ¥50,000 (units of ¥10,000). The types available can vary depending on the location of the stamp vending machine.

Please combine university stamps to pay the exact amount required.

### ○ How to use the university stamps

Ensure that the university stamps do not overlap with each other when affixing them to the application forms distributed by the various offices. The stamps are self-adhesive, so there is no need to glue them onto the form.

### ○ Obtaining refunds for the stamps

University stamps can be refunded if you have purchased them by mistake or no longer need them. (University stamps cannot be refunded if they have already been presented to/accepted by offices, were purchased in the previous academic year, or are defaced or damaged, etc.)

Please present the stamp(s) that you would like to have refunded, together with your student ID, to the Finance and Accounting Division (Main Building 1F, Shirokane Campus) or to the Yokohama General Affairs Division (Building A, Yokohama Campus).

The refund may be effected through a bank transfer if a large amount of money is being refunded or if the refund cannot be given immediately.

Refunds cannot be given when the Finance and Accounting Division (Shirokane Campus) and the Yokohama General Affairs Division are closed. Please see the page of “Office opening hours” for details.