

Meijo University Exchange Program

Application Guideline

Spring Semester, 2025

*Language Requirement	Program Policy	Faculties exchange students can choose	Specialized Subjects
N2 (JLPT) or higher	To improve Japanese language and to study specialized subjects taught in Japanese	<ul style="list-style-type: none"> • Law • Business Management • Economics • Foreign Studies • Human Studies • Urban Science • Information Engineering • Science and Technology • Agriculture • Pharmacy 	Most of subjects can be selected in the Faculties students will belong to.
TOEFLiBT68 or IELTS5.5 or TOEIC785(400Listening +385Reading)	To understand more about Japan in English while participants are learning basic Japanese	<ul style="list-style-type: none"> • Foreign Studies 	Examples, - Japanese Tourism - Advanced Culture - Japanese Literatures

*** Even if you have JLPT N2 or higher, you may not be admitted to the faculty of your choice depending on the circumstances of the faculty.**

* Certificates of English proficiency must be submitted, when applying from a university outside English-speaking countries.

● Requirements to apply

Each applicant must satisfy all of the following points.

- (1) A recommendation letter must be issued from the university to which the applicant belongs stating the applicant's satisfactory academic record.
- (2) An applicant must be enthusiastic to take part in international exchange activities organized by MU.

● Details of program

- (1) Program commence

This is to commence from April and September every year and Exchange student (**ES**) can study at MU for one semester or one year. Currently MU is accepting applicants for April 2025 enrollment.

- (2) Curriculum

We provide the following subjects specially designed for this exchange program.

● Japanese language subjects

MU provides multiple level courses currently in 4 levels. Please note that ES cannot decide the courses by him/herself and the decision will be made by Meijo University.

Each semester for our ES and these courses will be held on Tempaku and Dome-mae Campus. One subject includes two 90-minute lectures/lessons in a week. According to our academic calendar, a semester consists of 15 weeks.

- Elementary Japanese (8 credit points for the 4 subjects)
- Intermediate Japanese (8 credit points for the 4 subjects)
- Advanced Japanese (8 credit points for the 4 subjects)

***The number of subjects may change from the 2025 academic year onward.** (6 credit points for the 3 subjects)

● International Japanese Studies subjects

Japanese Studies will be taught in English to learn more about its culture, history and Chubu area around us. From history of Japan to a part of Japanese Literature, you can explore wide variety of fields about Japan. Depending on which term you are participating, subjects that you can study varies. One course includes one 90-minute lectures/lessons in a week. With 15 weeks of your study, you are studying 22.5 hours and 2 credits will be awarded for each subject.

Please note that some of the Japanese Studies subjects are compulsory but the others are selective.

● List of courses for International Japanese Studies (IJS)

Spring Semester (starting from April)
IJS IV (Introduction to Modern and Contemporary History of Japan)
IJS V (Japanese Philosophy)
IJS VI (Japanese Culture)
IJS VII (International Politics of Japan)
Fieldwork for International Japanese Studies II

Fall Semester (starting from September)
Introduction to International Japanese Studies
IJS I (History of Japan)
IJS II (Visual Arts of Japan)
IJS III (Social Issues in Japan)
IJS VIII (Explore the culture and history of Central Japan area)
IJS IX (Japanese Literature)
Fieldwork for International Japanese Studies I

● Sample Timetable (Elementary Class)

Time	Mon	Tue	Wed	Thu	Fri
9:10- 10:40			International Japanese Studies IV	International Japanese Studies VII	
10:50- 12:20	International Japanese Studies V		International Japanese Studies VI		
13:10- 14:40				Elementary Japanese IV	
14:50- 16:20		Elementary Japanese II	Elementary Japanese III	Elementary Japanese IV	Elementary Japanese I
16:30- 18:00		Elementary Japanese II	Elementary Japanese III		Elementary Japanese I

*Classes in blue are required.

*With the above schedule, you may earn 16 credit points (4 Japanese Language subjects equate to 8 credit points and 4 International Japanese Studies equate to 8 credit points)

*Fieldwork for International Japanese Studies is planned on Saturdays (face-to-face only)

● Syllabus Information

All syllabi are available for you to search at the following URL;

<https://gkmsyllabus.meijo-u.ac.jp/camweb/slbsrch.do>

● Rule for receiving Scholarship

MU offers scholarship of 25,000 yen per month to each ES.

All international students, including ESs must come to Office of International Affairs to sign our form at the beginning of every month, in order to prove that these students are studying at our university (When Meijo University is on holidays and students decide to go back to their country/s and are not available to sign, they cannot receive our Scholarship for that particular month).

● Dormitory Rent and support by MU

ES can stay at the dormitory arranged by MU. While the rent is 47,500 yen per month, actual amount each ES has to pay is 25,000 yen per month since MU pays 22,500 yen monthly to reduce the financial burden of ES. Utilities are to be paid by ES.

The following table shows the details about our dormitory, Meiho-Shiogama.

Name	MeihoShiogama (めいほうしおがま) http://www.meijo-u.ac.jp/international/japan.html	
Address	1-825-1 Shiogamaguchi, Tempaku-ku, Nagoya 468—0073 Japan **3-minute walk from Tempaku Campus, Meijo University	
Nearest Station	3-minute walk from “Shiogamaguchi” station of the subway Tsurumai Line	
Facility	No. of Rooms	53 rooms #All single rooms
	Inside	Bath tub, Toilet, Wash Basin, Fridge, Microwave, Mini Kitchen Lights, Air Conditioning, Bed, Curtain, Desk, Chair, Closet
	Shared Facilities	Security Automated Door, Coin-op Laundry (Washing Machines and Dryers available), Rooftop clothes drying place **Placing private washing machines in rooms is not allowed.
	Others	Apartment Manager is at the reception on Weekdays 9:00~17:00 Bicycles and/or vacuum cleaners are available to rent here
	Space	15.4m ² ~ #The sizes slightly vary depends on the rooms
	Internet	1,100 yen (Monthly)
Fee and Rent	Application Fee	Waived for ES
	Monthly rent	25,000 yen (Tax included. Water fee 1,500 yen/month is <u>not</u> included. Electricity bills are <u>to be paid by ES.</u>)
	How to pay	The rent will be withdrawn from your bank account.
Deposit	We are planning to implement a new plan. We possibly be asking all exchange students for 30,000 to 50,000 yen deposit.	
Duration of stay	The duration of your stay is decided by MU to cover the period of the program. **When you leave Japan after the program in August (or January), ES must leave the dormitory on the designated date.	
Meals	Although no restaurants and cafeterias are available in the dormitory, ES can easily find many restaurants and convenience stores around the dormitory. On- campus cafeterias and diners are also available.	
Notes	#No guests are allowed to stay over nights #Cancellation mid-way through the program won't be permitted #No Smoking and No drinking	

● Duration of the programs (2025 Spring program)

1 semester program (duration: Late March, 2025 to early August, 2025)

1 year program (duration: Late March, 2025 to Late January, 2026)

【Nomination】 Friday, 4th October, 2024

【Deadline】 Friday, 1st November, 2024

● Date of Arrival

The actual date will be informed after the application is accepted. Please note that ES should arrive on the designated date since necessary procedures are scheduled before the program begins. MU staff will be at Chubu International Airport on the arrival date to pick up ES. Please do not plan any trips out of town for around 2 weeks after the arrival as important events and orientations are scheduled.

● Fees and costs

As stipulated in the agreement of student exchange program, the tuition at MU is waived. Other expenses are to be paid by ES including the monthly fee for the dormitory and utility fees. ES also need to buy own textbooks for lessons.

● Events

The Office of International Affairs of MU plans various events and programs for ES to learn and experience Japanese culture and its people.

● Student Assistant (SA)

“Student Assistant (SA)” is a name of registered volunteers among MU students to support ES. SA plans student-oriented events and supports ES to learn Japanese as a “Speaking Partner”.

● Facilities and Equipment

Student ID cards will be issued to ES. ES can use most of MU facilities such as libraries.

● Club Activities

MU has more than 130 clubs for students' sports activities and cultural activities. Please let us know if you are interested in to take part in these club activities shown in the following site.

<https://www.meijo-u.ac.jp/campus/activities/>

** Some clubs in the list are not available for ES.

● Insurance

ES needs to join to National Health Insurance which is a public medical insurance of Japan. Insurance premium is about 1,200~1,400yen per month. National Health Insurance covers 70% of total medical expense and ES pays only 30%. MU staff will take ES to the ward office for the necessary procedure to join the insurance and ES will make monthly payment hereafter. Although National Health Insurance covers 70% of medical expense, it does not cover other liabilities or extraordinary expense such as transportation cost to go back to own country in

case of emergency. Therefore, every ES is strongly requested to personally join overseas travel insurance.

● **Part time job**

All ES need to report to MU in advance and get approval in order to avoid troubles with employers. If ES needs to work part time by financial reasons, MU may admit considering the situation and proficiency of Japanese. Please note that ES with student status has to get permission to engage in activity other than the permitted from Immigration Bureau in order to work part time.

● **Other matters to pay attention**

While staying in Japan ES is not allowed to drive a car or to operate anything which requires a license. In addition to the above mentioned, MU may stop the program and advise to leave Japan in case of unreported absence, unfavorable academic performance or negligence of guidance by MU.

If you have any questions, please do not hesitate to contact to the following.

Office of International Affairs, Meijo University
1-501 Shiogamaguchi, Tempaku-ku, Nagoya 468-8502 Japan

E-mail : mintexchange@ccml.meijo-u.ac.jp

TEL : +81-52-832-1226

Application

Application of student exchange program is to be submitted to MU only through our online system. Please refer to the online form in the following pages and submit before the deadline. A list of documents to submit is as follows. We will inform you with actual steps to upload the data of these documents once the candidate is decided.

(1) List of documents to submit

	Document	Explanation	How to submit
(A)	Photograph of the face (size : 4cm x 3cm)	A photograph of the face taken within three months (JPEG File)	To be uploaded See 15(4)(A)
(B)	Study plan at MU (in English or Japanese)	<u>Please explain the reason why you want to study at MU based on your future plan of career and major in the university.</u>	To be uploaded See 15(4)(B)
(C)	Certificate of academic record issued by your university (in English or Japanese)		All documents should be in one PDF file and to be uploaded See 15(4)(C)
	Certificate of enrollment issued by your university (in English or Japanese)		
	Letter of recommendation from your university (in English or Japanese)	Date of the letter must be within the 3 months of the submission	
	Bank Statement (in English or Japanese)	Statement should show the deposit balance to cover expenses while in Japan.	
	JLPT record Notification of test result (copy) or Certificate of result and score (Copy)	Not required for MEP-E applicants	
	Certificate of health (in English or Japanese)		
	Passport copy (A page showing your face photograph)		

(2) Information on Online Form for Registration

#For student log-in URL

<https://bit.ly/2EeWVEu>

#Log-in ID for students

IDs are set differently according to which university you belong to.

University Name	University ID
北京第二外国語大学	MJ_BISU
University of Macau	MJ_Macau
香港教育大学	MJ_EdUHK
真理大学	MJ_Aletheia
国立台中科技大学	MJ_NUTC
輔仁大学	MJ_FuJen
世新大学	MJ_ShihHsin
銘伝大学	MJ_MCU
東亜大学校	MJ_DongA
東国大学校	MJ_Dongguk
首都經濟貿易大学	MJ_CUEB
Utah Tech University	MJ_UT
Murray State University	MJ_MSU
Lewis Clark State College	MJ_LCSC
Queensland University of Technology	MJ_QUT
INSEEC	MJ_INSEEC
CUNY Hunter College	MJ_HUNTER
University of Oslo	MJ_UIO
University of Augsburg	MJ_AUG
University of Quebec in Montreal	MJ_UQAM
Khon Kaen University	MJ_KKU
University of Sri Jayewardenepura	MJ_USJ
Jaume I University	MJ_UJI
University of Savoie Mont Blanc	MJ_SMB

*Once you register your information, you may correct it from the URL below.

<https://bit.ly/2q1HrPK>

In order to correct you need e-mail address and Password that you set when registered.

(3) Online Form . . . How to register

Please input information to online form with alphabets.

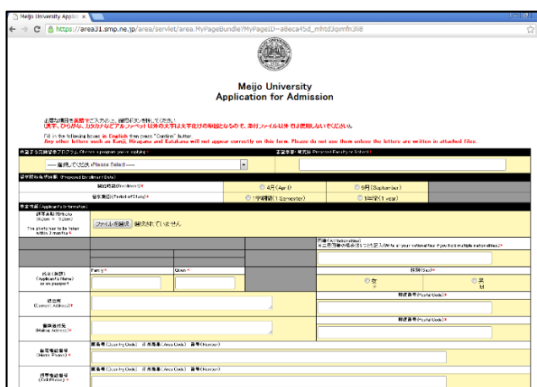
1. Access <https://bit.ly/2EeWVEu> and enter your university ID, then click “login.”



2. Select “Exchange Program.”



3. Enter necessary information in alphabets.



(4) Uploading materials and documents

(A) ID Photo

基本情報 (Applicant's Information)	
顔写真貼付Photo (4.0cm × 3.0cm) The photo has to be taken within 3 months*	<input type="button" value="ファイルを選択"/> 選択されていません

⇒ In “Applicant’s Information” section, upload ID Photo taken within 3 months with JPEG format.

“ID photo” means;

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Use a plain white or off-white background

添付ファイル(attached file)	
Download (a) file(s), enter your information, then attach it/them.	
添付ファイル1(attached file 1)*	<input type="button" value="Summer School Students"/> <input type="button" value="Exchange Students"/> <input type="button" value="ファイルを選択"/> 選択されていません
添付ファイル2(attached file 2)*	<input type="button" value="ファイルを選択"/> 選択されていません



(B) Study Plan at Meijo University

When you click on “Exchange Students,” you can download “Meijo University Application for Admission (for Exchange Students)”

This document should be written in English for MEP-E program. Once you are done, click “ファイルを選択” button and upload the file

(C) Others

- # Certificate of Academic record
(In Japanese or English)
- # Certificate of Enrolment (Ditto)
- # Letter of Recommendation (Ditto)
- # Bank Statement (Ditto)
- # Certificate of Health
(In Japanese or English)
- # Passport Copy

Scan the above and convert them into 1 PDF file.
Then upload from “ファイルを選択” button.